

Position Title: Bookkeeper/Payroll Administrator
Reports To: Director of Finance and Administration
Duration: Regular Position
Hours: Full Time

Compensation: [\$44,000 - \$50,000] plus benefits: medical, dental, and vision insurance, cell phone credit, hop pass, professional development opportunities, paid time off starting at three weeks per year, seven paid holidays annually, and flexible family-friendly schedule.

Consideration of candidates will begin November 11, 2019 and continue until the position is filled. Anticipated start date is ASAP.

About APANO:

The Asian Pacific American Network of Oregon (APANO) is Oregon's oldest and largest statewide Asian and Pacific Islander organizing and advocacy group, with a legacy of policy wins and innovative community programs. APANO is a 501c4 organization, and affiliated with APANO Communities United Fund, a 501c3 organization, to achieve our larger vision of a just and equitable world where Asians and Pacific Islanders are fully engaged in the social, economic and political issues that affect us. APANO's key strategies are organizing, leadership development, civic engagement and policy advocacy, and cultural work. We are organizing and uniting low-income, limited English proficiency, immigrant and refugee API communities, activists, and allies statewide in order to improve opportunities and prosperity for all Oregonians. We increasingly work at the intersections of oppression, are committed to shifting the balance of power, and striving for systemic change in solidarity with communities experiencing oppression.

About the Position:

APANO is looking for an experienced and energetic non-profit bookkeeper/payroll administrator. This position will focus on bookkeeping and payroll administration and will help formulate and maintain bookkeeping and payroll procedures. The Bookkeeper/payroll administrator reports to the Director of Finance & Administration and has day-to-day responsibility for maintaining the organization's financial records, recording fiscal activities, coordinating with internal and external stakeholders for payables and receivables, and coordinating with staff and liaising with ADP for payroll. Our ideal candidate has cultural competency working with API communities, a demonstrated commitment to racial and social justice values, and whose work style is collaborative and facilitate open conversations.

Position Responsibilities:

Bookkeeping (80%)

- Track and prepare accounts payable
- Record cash receipts and help prepare and process bank deposits
- Assist in contract tracking
- With contract leads and DFA, provide information for financial reports and prepare invoices
- Track accounts receivable and ensure payments are made promptly
- Process payroll in a timely manner

- Collect and enter contract expenditures
- Conduct monthly reconciliations of each bank account
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Follow month end calendar and ensure all general journal entries are made accurately and in a timely fashion
- Follow accounting policies and procedures
- Maintain a thorough and orderly accounting filing system in accordance with GAAP rules and sufficient to pass all internal and external audits
- Assist DFA in assembling information for annual financial review or audit
- Maintain the chart of accounts
- Maintain depreciation schedule of fixed assets
- Enter annual budget into Quickbooks and adjust as necessary for accurate budget to actual reports
- Comply with local, state, and federal government reporting requirements

Payroll Administration (20%)

- Ensure accurate and timely payroll processing
- Review timecards to ensure accurate and timely supervisor approval
- Process payroll in accordance with APANO and ADP procedures
- Distribute paychecks as necessary
- Ensure accurate information entered and changed in ADP
- Track and adjust PTO balances as necessary

Qualifications:

The Bookkeeper will have:

- Minimum 3 years of bookkeeping experience with at least one year of nonprofit bookkeeping experience
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Collaborative, flexible, and able to work as a team with supervisor and other staff members
- Able to work independently with little or no supervision
- Highly organized and detail oriented
- Strong communication skills, both written and oral
- Effective ability to navigate a personal computer including Quickbooks Online, Google suite - Gmail, Google Drive, Google Sheets, Google Docs, etc, and Microsoft Office

Preferred, but not required:

- Associate's degree in accounting or business administration
- Knowledge of or willingness to learn Oregon's payroll laws
- Asian and/or Pacific Islander language proficiency, both spoken and written.
- Commitment to and vision for APANO's mission and strategic plan
- Respect for and demonstrated experience working with Asian and Pacific Islander activists

Physical demands and working conditions: Position primarily sedentary. Dexterity necessary to

operate a computer with substantial repetitive motion of wrists, hands, and/or fingers without pain for long periods of time. The visual acuity to read and prepare/analyze data and figures. Ability to express/exchange ideas by means of the spoken word.

How to Apply

Position open until filled. Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with subject title: Bookkeeper [APPLICANT NAME].

Complete applications include:

- Cover letter (1 page max) clearly outlining the specific skills, knowledge, and experience you bring to the job and how those are a good fit with the responsibilities of the position.
- A complete resume (2 pages max) detailing relevant experience, work history, education and accomplishments.
- At least 3 references will be requested, including your current or most recent position, their name, title, email, phone, city and state information, and your relationship to them.

For more information, please email questions to jobs@apano.org.

APANO CUF celebrates diversity and is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.