**Financial Accounting Coordinator**

Pay Range: $57,500 - $89,500 Full Time Equivalent

Job Classification: Regular, Exempt

Minimum Hours Required: 36 hours per week

Supervisor: Executive Director

POSITION SUMMARY

Employing generally accepted accounting principles, the person in this position has primary responsibilities for financial accounting, management budgeting and reporting, the annual audit, and some bookkeeping. This person works closely with the Cost Accounting Coordinator to carry out financial accounting functions for the organization and shares responsibility for aspects of program cost accounting activities related to program tracking, reporting, invoicing, and payroll.

This position requires strong organizational skills, shared leadership, attention to detail and the ability to work both collaboratively and autonomously. Based in the Estuary Partnership Portland office, this position offers a flexible work schedule and work from home opportunities, with occasional meetings or events outside of the office.

**REQUIRED EXPERIENCE AND KNOWLEDGE**

* Four years performing bookkeeping, including accounts payable, accounts receivable and invoicing, journal entry and financial report preparation. A degree or course work in business administration or a related field can be included as experience.
* Experience working in non-profit accounting, budget tracking, digital payment processing, finance projections, and a working knowledge of timekeeping, payroll, and cost accounting.
* Demonstrated knowledge of and experience with federal audit procedures and federal compliance.
* Proficient with Intuit QuickBooks and spreadsheet applications.
* Ability to create custom reports and work in a paperless setting.
* Work collaboratively with staff, multiple funders, vendors, and other parties.
* Strong management accounting, math, data entry, and verbal communication skills.

ESSENTIAL DUTIES

* Financial accounting including managing the preparation for and completion of the annual audit—typically including a single audit--recording, summarizing, evaluating, and reporting financial transactions.
* Accounts Payable including: purchase orders / subcontractor tracking, bills, payments, and 1099 preparation.
* Accounts Receivable payments, banking, account reconciliations, and journal entries.
* Program Accounting coordination including coordination and verifying bookkeeping and coding.
* Assist Executive Director in budgeting for teams and organization, including various types of indirect cost rates and overhead allocation.
* Manage with Executive Director and Program Managers, reporting, tracking, compliance, and drawdowns for federal awards.

RELATED DUTIES

* Program Accounting coordination: contract review, set up, and close out; back up for payroll and invoicing.
* With the Cost Accounting Coordinator and other administrative team members, work to identify, develop, and implement process improvement and work efficiency approaches to increase efficiency and transparency.
* Participation in the DEI Steering Team, Safety Committee, Wellness Team, or other workgroups as directed.

ORGANIZATION STANDARDS OF PERFORMANCE

* Into all aspects of work, integrate organizational core values of mutual benefit, equity, diversity, and inclusion; science and stewardship; and the courage to change.
* Work with the Management Team and organization leaders to identify actions that benefit and direct programming to, communities of color, Indigenous communities, and low-income communities, consistent with the Estuary Partnership’s CCMP, Strategic Direction, DEI Plan, and Equity Plan (when complete).
* Contribute to a collaborative, equitable, and inclusive team environment. Exercise confidentiality, tact, and diplomacy in dealing with sensitive issues, including sensitive donor, financial, and employee information.