

**Job Title:** Interim Staff Accountant

**Department:** Finance

**Reports To:** Executive Director.

**Primary Purpose:**

Perform a variety of financial tasks for the organization. Assist the Executive Director with reporting and special projects.

**Primary Duties and Responsibilities:**

- Prepare books for monthly and annual closings and generate monthly financial reports. Prepare summary overviews of activity and present to Executive committee.
- Assist accounting assistant/receptionist with A/P processing and weekly check run.
- Prepare and distribute sponsorship invoices.
- Record cash receipts.
- Reconcile balance sheet accounts including various cash accounts. Monitor outstanding checks and follow up on stale checks.
- Maintain and update various recurring journal entries.
- Run semi-monthly payroll. Generate check requests to remit various payroll withholdings (insurance, Simple IRA, etc.). Prepare payroll journal entry.
- Update Simple IRA plan records with payroll data.
- Maintain personnel records; act as plan administrator for the Simple IRA plan; new hire paperwork; oversee employee benefit plans, including annual renewals; maintain employee handbook and update periodically.
- Assist staff with various finance inquiries. Prepare and post account reclassifications based on staff review of general ledger detail.
- Direct the preparation of the annual budget by department and event managers. Direct preparation of periodic forecasts, including the "flash report" at the completion of festival activities. Add/update chart of accounts as needed.
- Prepare for annual financial audit and tax preparation; prepare various financial schedules; respond to inquiries from auditors, tax preparers and implement auditor's suggestions
- Manage various monthly expenses, including group insurance; generate monthly check requests or review and approve monthly invoices. Assist Administrative Assistant in year-end inventory taking and recording in QuickBooks.
- Maintain fixed asset schedules and documentation. Generate monthly depreciation entries and update as needed.
- Manage workers' compensation audit and review.
- Manage on-site accounting at Waterfront Village, including running the food vendor audit.
- Overseeing the Rose Garden Store: work in close liaison with the store manager regarding various store issues; year-end inventory; manage their personnel records
- Maintain W-9 files; annual 1099 reporting.
- Budget preparation, review & monitoring
  - ❖ Direct the preparation of the annual budget by department and event managers.
  - ❖ Review all budget submissions. Assemble, consolidate and prepare summary level budget reports.
  - ❖ Participate in budget review meetings by the Finance Committee.
  - ❖ Direct preparation of periodic forecasts, including the "flash report" at the completion of festival activities.
  - ❖ Assist in preparation of Rose Garden Store, Administration and also prepare capital equipment budget.

**Other Duties and Responsibilities:**

- Attend quarterly board meetings.
- Attend weekly staff meetings.
- Provide finance support on-site at events.
- Perform other duties as assigned.

**Skills Required:**

Requires excellent proficiency with Excel and QuickBooks and moderate proficiency with Word and Outlook. Must have thorough understanding of GAAP and be able to apply sound accounting practices to maintain a high level of internal control. Must be comfortably dealing with and maintaining confidential information. Must be able to type a minimum of 30 words per minute, operate a 10-key by touch, use a telephone for extended conversations, and sit for extensive periods of time (up to 4 hours). Excellent written and oral communication skills, including the ability to explain accounting and financial terms and concepts to others. Requires intermediate mathematic proficiency to produce accurate records and reconcile accounts.

**Supervisory Responsibilities:**

This position does not have direct supervisory responsibilities. However, this position works closely with the accounting assistant/receptionist in their performance of financial tasks, and will train and direct their work on such tasks. The position may also assist in the selection and training of finance employees.

**Experience Required:**

Requires a minimum of two years experience in an accounting environment. Two years of non-profit and/or civic agency experience is preferred.

**Educational Requirements:**

This position requires a four-year degree in Accounting.

**Interpersonal Skills:**

Must possess the ability to maintain effective working relationships with staff and volunteers. Requires strong verbal and written communication skills. Must demonstrate initiative, seeing projects through to completion. Requires a strong attention to detail. Must be flexible in approach to work, and respond quickly to changing environments and needs.

**Work Environment:**

Generally, duties associated with this position will be performed in an office setting. There may be occasion when the position requires you to be on-site at a Foundation event. On-site conditions could be indoors or outdoors, in a variety of weather conditions, including hot, cold, rainy and sunny.

**The Portland Rose Festival Foundation is an Equal Opportunity Employer.**

**This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**