About Friendly House

Friendly House, a nonprofit neighborhood center and social service organization, promotes the interdependence of people from all walks of life to meet educational, recreational, and human service needs in the Portland Metropolitan area. Friendly House creates opportunities for people of all income and age groups to increase social capital, which we define as the bonds that encourage mutually beneficial support. We operate three major program areas in Northwest Portland: Community Services, Children’s Programs, and our Community Center. Founded in 1930, the organization has remained true to its settlement house roots, giving special attention to the needs of people facing extraordinary challenges, including children, low-income families, older adults and LGBTQ+ older adults, to assure their inclusion in the fabric of society. We encourage applicants to visit our website (www.fhpdx.org) to learn more.

Job Overview

The Finance Assistant will work closely with, and report to, the Director of Finance to ensure that financial tasks are being carried out in a timely and accurate manner. Primary tasks for the position include accounts receivable, cash receipts, invoicing, entering bills, accounts payable, and records management. Other tasks will be assigned as needed. The goals are to improve the flow of accurate information through the system and efficiently perform financial transactions. Information management includes both physical and electronic records. An important aspect of this position is to make sure that agency records are complete, accurate, and filed with proper backup documentation. The Finance Assistant will work closely with staff throughout the agency to accomplish these goals.

Position Type

Regular, Full-time, 30 hrs/week, $20.50/hr
Job Conditions

Some in-person work required, and hybrid options may be available. One of our buildings is non-ADA-compliant.

Benefits

Health and dental package valued at $5,000/year and up to a 4% employer match on employee contributions to our 403(b)-retirement plan, paid vacation, sick leave, and holidays (prorated based on FTE). Free access to day camps for employees’ children ages 5–12 (winter, spring break, summer camps), as well as free after-school care for children ages 5–12. At least a 50% discount on preschool fees for children ages 3–5 who meet all other enrollment eligibility. Steeper discounts will be made available for families who qualify for scholarships. A Friendly House fitness membership and discounts on other activities are also provided.

Notice of Non-Discrimination

Friendly House values equity, diversity, and inclusion. People with lived experience in communities of color and other marginalized groups are encouraged to apply. It is the policy of Friendly House to treat all people with dignity and respect. The agency prohibits discrimination based upon race, sex, religion, color, gender identity, age, national origin, marital or familial status, pregnancy, sexual orientation, citizenship status, military service, veteran status, housing status, source of income, political affiliation, union affiliation, physical or mental disability or other protected status in accordance with applicable law. In addition, we shall not discriminate against minority-owned, women-owned, or emerging small business.

Responsibilities and Duties

**Daily Activities**

- Enter accounts receivable cash receipts into Quickbooks Online and prepare daily reports
- Manage clean, complete and accurate financial files, in both physical and electronic environment
- Respond to requests for information from staff and others

**Weekly Activities**
- Pick up checks and cash at FH and take deposit to bank
- Enter accounts payable bills and work with staff to ensure all documentation is complete for payment
- Expedite approval and distribution of weekly checks
- Track unpaid childcare balances and communicate with families for payment

**Monthly Activities**
- Enter childcare billing into family payment system and Quickbooks Online
- Coordinate with Children’s Programs staff to ensure accurate scholarship fund tracking
- Invoice DHS and Mt. Hood Community College for childcare assistance funds
- Attend monthly and other periodic staff meetings
- Reconcile monthly reports with the Development Department

**Annual Activities**
- Archive and purge long-term financial files
- Assist Director of Finance with annual audit
- Assist with annual spring fundraising event

**Other Activities**
- Process automatic recurring donations and communicate with donors for payment as needed
- Maintain files of donor pledges, grant agreements and contracts
- Process checks when Finance Director is out of the office
- Work on special projects as needed
- Complete other duties as assigned
- Actively participate in a staff committee
Further the values and vision of Friendly House by promoting community and equity

Qualifications and Requirements

- Experience with proper management of financial records including accounts payable, accounts receivable, general ledger, banking, financial statements; proper financial documentation for various business transactions; a basic understanding of Generally Accepted Accounting Principles (GAAP), preferably in a nonprofit environment
- Excellent attention to detail, organizational skills, time management, flexibility, and ability to maintain confidentiality
- Two years of accounting education and one year of relevant experience OR
- One year of accounting education and two years of relevant experience OR
- Equivalent combination of relevant education and experience
- Experience with Microsoft Excel and Quickbooks strongly preferred
- Approved criminal history check through the Oregon Department of Human Services Background Check Unit

Send resume and cover letter to:

Email (PDF preferred)
hr@fhpdx.org

Mail:
Hiring Manager
Friendly House Inc.
2617 NW Savier St.
Portland, OR 97210

Reports To: Director of Finance
Posting URL:  www.fhpdx.org/jobs/

Travel Required:  To office and bank once per week

Date Posted:  1/9/2024

Posting Expires:  Open until filled