



Position Announcement  
**Accountant**

**Summary**

OPB is looking for an Accountant. This is a full-time, represented, non-exempt, regular status position with benefits

**Position Details**

**Primary Duties/Responsibilities:**

The Accountant is responsible for journal entries, account reconciliations, maintenance of the fixed asset subsidiary ledger and the preparation and processing of cash receipts, accounts receivable and accounts payable transactions.

**Working Conditions:**

This position spends the majority of time in the office with extensive use of a computer and telephone. Some overtime may be required to meet deadlines.

**Required Qualifications:**

- Three years experience as an Accounting Technician or equivalent
- Associates Degree in Accounting may substitute for one year of experience
- Knowledge of generally accepted finance processes, regulations and controls
- Knowledge and experience with networked accounting software, spreadsheets and word processing
- Ability to multitask and meet deadlines
- Excellent organizational, computational, customer service and communication skills
- Adaptable and flexible to demands of workflow and nature of projects.
- Ability to establish priorities and work quickly to meet deadlines in a busy environment.
- Proactive, oriented to problem solving, teamwork and the constant pursuit of improvement.

**To apply:**

- Please send an email or letter of interest requesting the instructions on how to apply for this position (Accountant) to [hr@opb.org](mailto:hr@opb.org) or OPB Human Resources, 7140 SW Macadam Ave., Portland, OR 97219.
- Instructions on how to apply will be sent within 24 hours of receiving the letter of interest Monday through Friday. If a letter of interest is sent over the weekend or on a holiday, application instructions will be sent by the end of the next business day.

**Application Deadline**

All application materials are due by:  
January 21, 2016, 5 p.m. (Pacific Time).