



Position Announcement
Accounting Director

Summary

OPB seeks a skilled professional who thrives in a fast paced work environment with multiple priorities to join our Finance team. This exempt position is a full-time, regular status position with benefits.

Position Details

Primary Duties/Responsibilities:

The Accounting Director is responsible for financial and budget reporting and assures the accuracy and integrity of accounting systems, including the general ledger and accounts payable.

Working Conditions:

This position spends the majority of time in the office with extensive use of a computer and telephone. Infrequent travel. May need to work additional hours to meet workload and organizational needs.

Required Qualifications:

- Bachelors degree in accounting, finance, or business
- Four years accounting experience
- Knowledge of accepted finance processes, regulations, and controls
- Knowledge and experience with networked accounting software, spreadsheets, and word processing
- Genuine enthusiasm for the services and mission of OPB

Preferred Qualifications:

- Supervisory experience
- Knowledge of nonprofit accounting
- Knowledge of federal grant requirements

To apply:

- Please send an email or letter of interest requesting the instructions on how to apply for this position (Accounting Director) **and where you first learned of this job opening** to 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 a holiday, application instructions will be sent by the end of the next business day.

Application Deadline:

All application materials are due by:
July 14, 2015, 5 p.m. (Pacific Time).