



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 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).