

Position Summary:

The Senior Accountant manages all financial and accounting functions and provides financial reports to management and the board of directors. In addition, this position manages Payroll and Human Resources and ensures compliance with all regulatory requirements. This position will generally work remotely with a requirement to work in the Bend office for a few hours each week. This position will occasionally travel as needed to PRCCO's four centers in Bend, Redmond, Madras and Prineville for meetings with other staff and/or accounting work.

Reports To: Executive Director

Classification: Non-Exempt, 30-35 hours per week

Location: Remote work from home with a few hours of office work required each week

Qualifications Required:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Agree with and be willing to sign and uphold the core documents and policies of the organization
- Be in regular attendance at a local church fellowship
- Bachelor's degree in accounting or equivalent combination of education and experience
- Minimum five years of experience in accounting
- Experience preparing financial statements in accordance with GAAP
- Exceptional attention to detail
- Working knowledge of excel to create reports and analyze data
- Strong analytical and critical thinking skills
- Ability to prioritize projects and meet deadlines
- Ensure the confidentiality of all employee and accounting information
- Maintain a high level of professionalism in all communications
- Non-profit accounting experience preferred
- QuickBooks experience preferred

Essential Functions:

Accounting and Finance

- Prepare monthly financial statements in accordance with GAAP
- Post monthly journal entries and reconcile accounts
- Manage all aspects of monthly accounting
- Manage accounts receivable, accounts payable, and fixed assets

- Ensure compliance with all grant financial requirements
- Prepare the annual budget in collaboration with the Executive Director
- Prepare financial analyses to assist the management team in strategic decisions
- Coordinate the annual financial statement audit
- Administer and manage all financial policies and procedures

Human Resources and Payroll

- Process Payroll
- Maintain employee files
- Ensure compliance with all state and federal regulatory requirements
- Provide human resources guidance for other managers and employees
- Ensure compliance with all company policies and procedures

Other Duties

- Manage company insurance policies
- Assist the Executive Director with financial analysis and other projects
- Prepare monthly board meeting minutes
- Other duties as assigned

Special Project

Pregnancy Resource Centers of Central Oregon currently maintains financial statements on the cash basis and is planning to change to the accrual basis of accounting in the current fiscal year. This position will be responsible for managing this transition in connection with guidance from our board treasurer and external auditors. This transition includes but is not limited to the following:

- Establishing financial policies and procedures
- Documenting internal controls over financial reporting
- Establishing Accounts Receivable and Accounts Payable balances
- Establishing Fixed Assets and related Depreciation schedules
- Coordinating with external auditor to file required IRS transition documentation
- Setting up new accounting systems as needed for accrual basis accounting
- Setting up new systems as needed for non-profit GAAP grant accounting

Once this project is completed, this position will be responsible for maintaining the accounting records and related financial statements in compliance with GAAP. This position will also be responsible for updating accounting procedures based on any new compliance requirements.



**SENIOR ACCOUNTANT
JOB DESCRIPTION**

This is not an all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. PRCCO may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description. If an offer of employment is extended by PRCCO, you will be asked to sign this document and agreeing to the following:

- I am capable of performing the essential functions of this position.
- I understand and agree that my employment with PRCCO is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Employee Signature: _____

Employee Name: _____

Supervisor Signature: _____

Supervisor Name/Title: _____