Finance Technician

Do you have at least one-year experience with accounting software? Do you have a background (paid or unpaid) in general accounting services including accounts payable and receivable? Do you want to get your foot in the door with a great accounting/administrative position? Do you want to work every day knowing what you do helps support your local community? If you are flexible, have a great attitude and want to work for one Oregon’s 100 Best Non-Profits, then the Finance Technician position with NeighborImpact is for you!

Location: Redmond

Compensation: $15.22/hour

Hours: Regular full-time - 40 hours/week

Benefits: 100% premium paid Medical, Dental, Vision and Life Insurance, Agency paid Retirement plan (up to 6%), almost 16 weeks of paid time total accrual during the first five years (increases after that), plus 10 paid Holidays annually and a separate sick leave accrual

Deadline: Position to remain open until filled

NeighborImpact Overview
At NeighborImpact, we change lives by helping Central Oregon families access skills for success, family services, financial assistance, food, housing, weatherization and energy assistance. Our values are Respect, Compassion, Collaboration, Accountability, Integrity, Excellence, Responsiveness, and Oriented towards positive change. We are Leaders in the field of poverty alleviation.

Overview of Key Duties and Responsibilities:
Responsible for performing general accounting duties such as accounts receivable, accounts payable, filing, entering journal vouchers, and other duties as assigned in accordance with generally accepted accounting principles and NeighborImpact policies. Periodic overtime required. Assists supervisor with special projects.

POSITION QUALIFICATIONS:
- Computerized accounting system experience of one (1) year required
- Ability to pass a math skills test at the Oregon Employment Department required
- Non-profit fund accounting experience preferred
- Experience in accounts receivable, accounts payable and reconciliations preferred
- Excellent written and verbal communication skills
- High School Diploma or GED required
- Computer literate and experienced in related accounting procedures. Experienced with word processing and spreadsheet programs (MS Word and Excel) - Excellent spreadsheet and word processing skills required
- Prior to date of hire and throughout employment: valid driver’s license, proof of current auto insurance, access to reliable transportation, satisfactory criminal background check required and current enrollment in the OR Child Care Division-Criminal Background Registry
- Knowledge of business machines, spreadsheets, office methods and procedures for financial accounting - Ability to utilize 10 key calculator by touch
- Adaptability, integrity, tact, dependability, self-directed with ability to work independently under pressure with a high level of accuracy

For further details and instructions on how to apply, please visit our Website at www.neighborimpact.org/jobs

Revised Job Posting – 12/9/20. For a complete job description visit our Website at www.neighborimpact.org and click on the “Work For Us” tab.
NeighborImpact is an Equal Opportunity Employer. Equal employment opportunity includes, but is not limited to, employment, hiring, promotion, termination, and all related personnel actions. All applications will be considered only on the basis of the applicant’s knowledge, skills, and ability to perform the essential functions of the position, with or without reasonable accommodation. It is our established policy to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, pregnancy, gender, sexual orientation, age, national origin, physical or mental disability, military or veteran status, genetic information, citizenship status, or any other protected classification, in accordance with applicable federal, state, and local laws.