



Accounting & Payroll Assistant

Job Description

Hours per week	30 - 40 hours/week (0.75 – 1.0 FTE)
Supervised by	Budget & Finance Team
Location	Springfield, Oregon
Starting wage range	\$21.60 - \$22.60 , depending on qualifications

Overview

Relief Nursery provides comprehensive family support services that are easily accessible to families who are raising children birth through five years of age and who are experiencing high levels of stress. We provide early intervention that centers on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of support, from therapeutic classrooms and outreach programs, to parenting education, substance use disorder recovery support and more.

Relief Nursery strongly recommends that employees stay up-to-date with COVID-19 vaccines, including booster shots. This allows us to safely support children and families in an in-person environment.

Responsibilities

Primary responsibilities include processing accounts payable and accounts receivable, data entry, payroll processing, and other support as needed.

Accounts Receivable and Cash Receipts

- Invoice grant contracts and other contracts as required.
- Record and post revenues to the appropriate revenue code and allocate to the appropriate program.
- Reconcile and track accounts receivable and follow up on outstanding receivables.
- Deposit receipts to the checking account(s) and maintain deposit records.
- Reconcile accounting records with development department receipts records.

Accounts Payable & Expenses

- Verify the accuracy of invoices and statements and issue checks in payment of payables.
- Examine reimbursement request for proper documentation, approval, and accuracy of amounts requested prior to payment.
- Record and post disbursements to the appropriate expense code, allocate among programs, grants or contracts.

Payroll and Human Resources

- Track time off for all staff and provide updates to staff as requested.
- Assist with preparation of bi-weekly payroll in Quickbooks (transitioning to ADP), including entry of wages and hours.
- Run associated payroll reports and send to Director of Human Resources for approval.
- Manage bi-weekly payroll liability payments.



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- Assist in preparation of federal and state quarterly reports for review by the Budget & Finance Manager until transition to ADP is complete.
- Update Quickbooks and ADP employee profiles as needed.
- Assist in preparation of personnel transactions for changes to employment status.

Other

- Perform other miscellaneous accounting, human resources, and administrative duties as assigned.

Minimum Qualifications

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

- Associate's Degree in bookkeeping or accounting from an accredited college and three years related experience, or any combination of experience and training which would provide the required knowledge, skills and abilities.
- Prior experience using accounting software to perform accounts payable, accounts receivable, general ledger, and reporting tasks.
- Experience in Microsoft Excel and Word.
- Highly organized, accurate, and detailed-oriented.
- Ability to communicate and work respectfully with a diverse population of vendors, donors, clientele, and staff.

Preferred Qualifications

- Bachelor's degree in accounting
- Proficient in Sage Intacct accounting software and ADP payroll software
- Experience with Quickbooks Enhanced Payroll.

Annual Benefits for Employees

Relief Nursery employees working 30 or more hours per week enjoy a generous benefits package as well as of being a part of an organization that makes the world a safer and better place.

- Medical Coverage (very low employee cost)
- Dental Coverage (very low employee cost)
- Vision Coverage (very low employee cost)
- Flexible Spending Account
- Employee Assistance Program (EAP)
- 403(b) retirement plan with employer match



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- Up to 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays
- Paid Jury Duty time
- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

Interested applicants, please email resume and cover letter to:

Lindsey Steele, Director of Administration & Human Resources, hr@reliefnursery.org

Pre-employment drug screen and criminal background check required. Position will remain open until filled.

Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace