Do you dream of joining the nonprofit sector? Do you want to make a positive impact on people’s lives by working alongside survivors of domestic and sexual violence? Do you have experience being flexible and creative to find solutions to obstacles?

Well, you’re in the right place! Clackamas Women’s Services (CWS) is hiring a Finance & Administrative Associate to join our team.

Key Details:
• Pay: $20.16-$23.49/hour DOE. Benefits available first of the month following hire.
• Schedule: Full Time 40 hours a week with a consistent schedule consisting of some weekdays, evenings, and one overnight a week.
• Benefits:
  o 100% employer-paid health, dental, vision, and alternative care benefits, 100% employer-paid long-term disability and life insurance, monthly retirement plan contribution of 5%.
  o Generous PTO (39.5 days in first year), 10 paid holidays per year (you choose), paid day off for birthday, paid parental leave, EAP, Anniversary bonus: $25/year of service. $100 monthly travel stipend.
  o Professional development opportunities, i.e., conferences and trainings. CWS was voted as one of the 100 Best Nonprofits to Work for in Oregon in 2022!

Who We Are: In 1985, CWS grew out of neighbors opening their homes and sharing what they had in hopes of building a safer community for families. Since then, we’ve grown beyond shelter to offer a wide range of services for anyone experiencing domestic and sexual violence, from initial crisis to long-term healing. We continue the legacy of working with survivors, community members, emergency responders, partner organizations, and businesses to build communities that honor and support survivors of domestic and sexual violence.

To learn more, check out our website: https://www.cwsor.org.

We are committed to building a diverse and inclusive workforce that represents the communities we serve. Women, people of color, LGBTQIA+, older adults and people with disabilities are strongly encouraged to apply.

Who You Are: Our mission is to break the isolation of domestic and sexual violence. It takes a wide range of amazing and diverse people to achieve the mission of CWS and to be successful in the work that we do. Our Finance & Administrative Associate will go through 40 hours of domestic violence advocacy training. Qualifications include:

• A minimum of two years of experience with accounts payable, accounts receivable and nonprofit accounting required
• Non-profit grant experience is preferred.
• Proficiency with QuickBooks software required.
• Mastery of MS Office Suite (including Outlook, Word and Excel) preferred.
• Outstanding attention to detail and follow-through.
• Proven ability to focus while managing multiple, diverse tasks and responsibilities.
• Demonstrated experience and skill in effectively managing internal and external relationships with staff, vendors, and partners.
• Excellent project management, listening, oral and written communication skills with a demonstrated ability to relate to and communicate with diverse audiences with a high level of diplomacy.
• Ability to problem-solve in a fast-paced, collaborative environment.
• Reliable transportation required; position includes use of personal vehicle to complete some tasks.
• Must be able to travel throughout Clackamas County and the Greater Portland metro area.

Position Overview: This position is responsible for providing accounting and administrative support services to the CWS Finance Department. Under the general supervision of the Finance Director, the Finance Associate performs duties related to bookkeeping, including payables, receivables, bank reconciliations, filing, data entry and other related tasks.
• Responsible for accrual-based accounting tasks and transactional data entry for accounts payable, accounts receivable and recording deposits and tracking revenues.
• Review and process invoices received by mail and electronically, organize, and verify the information and determine payment due date. Verify vendor address in the accounting software.
• Request and track vendor W9’s.
• Request payment approval and/or grant coding from program manager via email.
• Receive internal finance requests and verify invoice details and coding. Communicate with staff regarding coding, receipts, and other items.
• Maintain files for AP vendor invoices and check stubs, in addition to debit/EFT invoices
• Create positive pay file for bank upload, print checks, and prepare for mailing.
• Review exceptions provided by bank and determine the status of payment.
• Process expense reports and employee reimbursements, confirming receipts and the business purpose for transactions. Review expense reports, provide coding, verify appropriate back-up and post to system.
• Process purchase card transactions in the accounting software, confirming receipts and the business purpose for transactions.
• Coordinate staff purchase cards. Manage fund transfers and card users.
• Process donations from Development that are received in the mail or via bank deposit. Enter deposits into the accounting software, and prepare deposit for bank, including both electronic and at times hard copy (paper) deposits.
• Prepare bank reconciliations in the accounting software, monthly, ensuring all transactions are accurate and balanced with the bank statement.
• Assist in month-end close by creating required reports and supporting the review and reconciliation of any differences with input from the Finance Coordinator and/or Director.
• Maintain financial record-keeping for all funding sources and maintain the agency’s financial folders, documents, and maintenance of proper storage of financial records in compliance with federal and state laws.
• Assist Finance Director with audit preparation including audit backup documents, year-end closing and annual budget preparation.
• Support Finance Coordinator with monthly payroll and payment processing.
• Staff Board Finance Committee and assist in committee prep, notetaking, and correspondence.
• Perform other duties as assigned.

If interested in applying, please send a resume and cover letter to hr@cwsor.org

Clackamas Women’s Services complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, disability, religion, sex, gender identity, sexual orientation, or age.

Clackamas Women’s Services operates its program, services, and activities in compliance with federal nondiscrimination laws.

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