



ACCOUNTING & HR ASSISTANT

Who We Are:

Our Mission: We advocate for the best interests of abused and neglected children who are under the protection of the court. We dedicate our resources to recruiting, training, and supporting citizen volunteers in order to provide quality advocacy to as many children as we can.

CASA for Children (CASA) supports nearly 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of children under the protection of the Juvenile Dependency Court. This year nearly 1,100 children will benefit from their tireless and tenacious work.

CASA is deeply committed to advancing diversity, equity and inclusion at every level. We seek applicants who share that passion, who have lived experience and/or professional experience advancing equity, understanding the culture of poverty, and who will help us as a dominant culture organization continue to learn and grow.

Office Location:

1401 NE 68th Ave., Portland, OR 97213

Reporting To:

Operations Director

Position Type:

Full time, Non-Exempt (hourly) Employee

Position Description:

This position supports accounting and human resource functions for the organization. Specifically, the Accounting & HR Assistant is responsible for tasks including assistance with budgeting, A/R, A/P, P/R and financial statement preparation, working with job openings, communicating with job candidates, interview scheduling, new employee onboarding, and working with CASA's vendors.

Responsibilities include:

Finance

- Prepares check runs through QuickBooks
- Prepares semi-monthly payroll and makes related QuickBooks payroll entries
- Assists with month-end journal entries for financial statement preparation
- Handles/troubleshoots all vendor account issues, including researching new vendor opportunities
- Assists Operations Director with preparation for the annual audit
- Assists with deposit entries and revenue tracking

HR/Operations

- Assists with job postings, hiring responses and interview scheduling
- Prepares new employee on-boarding orientation schedules and materials
- Manages the Paid Time Off calendar and tracking system
- Assists with compliance and compensation mailings
- Assists with the operation of the CASA for Children properties (CASA Cards Training Center, and the

CASA for Children offices in Hillsboro and St. Helens) including handling office needs, scheduling maintenance and cleaning, and troubleshooting utility issues

Qualifications You Will need:

- Experience in QuickBooks Premier Nonprofit Edition and non-profit accounting
- 3 years accounting experience, knowledge of GAAP
- Proficient in MS Office Suite – particularly Excel and Word
- Proficient in Google mail, Google docs
- Proficient in Adobe Pro
- Proficient in mail merge from Excel into Publisher and Word
- Comfortable in a multiple online platform environments
- Great attention to detail with the ability to work independently

Qualities We Are Looking For:

- Critical Thinker
- Solution-Oriented
- Flexible
- Ability to efficiently handle multiple projects
- Resilient
- Collaborative nature

Other Things You Will Need:

- Successfully complete criminal justice and DHS abuse registry background checks (*Note: CASA checks the criminal background of potential volunteers and employees in an effort to create a safe environment for staff, volunteer advocates and for the children we serve*). Your background will be evaluated based on the specific position for which you are applying .

Having a criminal record may not be an automatic disqualifier. CASA evaluates the results of each background check on a case-by-case for context and relevance to this job.

- Proof of U.S. residency
- Attend a CASA Training class, a CASA orientation for new volunteers and a court hearing
- Complete CASA’s “*Knowing Who You Are*” training in your first six months of employment

Your Salary and Compensation:

This position starts at \$48,000 (based on 2080 full time annual hours at \$23.08/hr). Compensation includes a comprehensive benefits package with medical (including mental health coverage), employee assistance program, dental, and disability insurance, retirement plan, and a generous paid time off and holiday schedule to support work/life balance.

How You Can Apply:

Send your resume and cover letter to jobs@casahelpskids.org noting **Accounting & HR Assistant**. Please let us know where you heard of the opening, so we can gauge the success of our outreach efforts. Applications are reviewed as received, so apply early for the greatest consideration. The closing date is **Thursday, February 12, 2021 at 5 pm** but an interview pool could be chosen sooner if ideal candidates are found. We prefer not to receive phone inquiries.