



Job Posting

Ronald McDonald House Charities of Oregon & SW Washington (RMHC) is seeking a dynamic and compassionate person to join our growing team in the new role of Finance Coordinator.

In 2019 RMHC will grow dramatically to serve more seriously ill children and families than ever before - supporting 79 seriously ill children and families every night at our 4 beautiful Ronald McDonald Houses in Portland, Bend and Springfield and reaching thousands of hospitalized children with our 4 in-hospital Hospitality Cart Programs at Randall, Doernbecher, Salem Health and St. Charles.

The Finance Coordinator is a key team member of the Finance team and is responsible for maintaining the general ledger within Quickbooks and assisting with payroll. The Coordinator will work alongside the Finance Manager and Senior Director of Finance to ensure financial controls are maintained and to ensure accurate and timely month-end reporting.

This is a regular, benefited, 30 hour per week, exempt position working Monday through Friday. This position reports to the Finance Manager and will be based in Portland, working at our East House at 2620 N. Commercial Avenue.

About You:

- You have a strong attention to detail and enjoy solving problems
- You love systems and get excited about process improvement.
- You are proactive, love to plan and work with a variety of stakeholders.
- You love making a difference!
- You are looking to work with our amazing Oregon team and for an organization that was voted on of Oregon's Top 100 nonprofits to work for in Oregon

About Us:

- Ronald McDonald House Charities of Oregon and SW Washington provides a "home away from home" for families with seriously ill children, and supports initiatives to improve pediatric health.
- Our independent statewide chapter is 34 years old and in 2019 will be operating four Ronald McDonald Houses where 79 pediatric patients and their families will stay for free and supported by specialized programs and care. For more information on our mission, history and programs, please visit www.RMHCOregon.org
- Join our passionate, fun-loving team as we strive together to provide a much needed service to families from all over the world who come stay at our houses.

- We offer a competitive compensation and benefit package, including generous paid time off, flexible schedules, sabbatical program, paid time to volunteer in the community, and employer retirement contribution through an IRA.
- In 2018, we were inducted into the Hall of Fame for being a Top 100 nonprofit to work for 10 years in a row!

Primary Duties and Responsibilities

Accounting

- Maintain the general ledger and subsidiary journals, including cash receipts, accounts payable, and accounts receivable.
- Process accounts payable vendor invoices according to organization's procedures. Issue and mail checks.
- Manage vendor relationships, and prepare annual filing of 1099's.
- Track spending from restricted sources.
- Process credit card statements and reconcile with general ledger.
- Process bank deposits and post receipts to the general ledger.
- Prepare monthly bank reconciliations.
- Assist the Finance Manager in the monthly close process.
- Work with finance team to ensure compliance with internal control and accounting policies and procedures.
- Assist with year-end external audit schedules.
- Assist in the annual budget process.
- Perform ad hoc analysis and create special reports as requested.
- Acts as a liaison between departments, analyzing procedures, resolving problems, and recommending process improvements.

Payroll

- Assist in payroll bi-monthly payroll processing.
- Run monthly payroll and prepare associated journal entries.
- Assist with administration of employee benefits as needed, and reconciliation of accounts.

Skills Required:

- Technical proficiency, including Microsoft Office Suite, and accounting systems (preferably QuickBooks).
- Strong attention to detail, including a high degree of accuracy and efficiency.
- Ability to work well under pressure, meeting multiple and sometimes conflicting deadlines and demonstrating good time management skills.
- Ability to take direction well, both verbal and written.



- Ability to maintain confidentiality personnel and agency financial information.
- Good communication skills, both verbal and written.
- Problem solving and analytical skills.
- Must possess a valid driver's license.

Supervisory Responsibilities:

None

Education Requirements

High School diploma required.

Experience Required:

- At least three years accounting work experience, preferably in a not-for-profit organization.
- At least one year of experience processing payroll.

Work Environment:

Most work is conducted in an office environment. Must be able to sit for long periods of time. Work at fundraising events may be indoors or outdoors, possibly in hot or wet weather. In conjunction with certain events, employee will be required to lift packages (up to 40 pounds) and stand for long periods of time.

To apply, send a cover letter and resume to financeteam@rmhcoregon.org , attention: Jessica Clark

The Ronald McDonald House Charities of Oregon and SW Washington is an Equal Opportunity Employer. We encourage all qualified individuals to apply for positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.

