



Ronald McDonald Charities of Oregon & SW Washington (RMHC Oregon) is looking for a dedicated Finance Coordinator to maintain the general ledger within QuickBooks, process accounts payable, record deposits, and reconcile accounts. The Finance Coordinator will work alongside the Senior Manager, Finance to ensure financial controls are maintained and to ensure accurate and timely month-end reporting.

This is a regular, benefited, 30 hours per week, non-exempt hourly position working Monday through Friday. The hourly rate is \$21.00 - \$24.00, dependent on experience. This position reports to the Sr. Manager of Finance and can be located either Portland Metro area, Bend, or Springfield. **Note: We are currently in modified operations due to COVID-19. Currently, all Administration team members are working a hybrid schedule, requiring the ability to work from home.**

**How to apply:** Go to the following link, complete the brief application, and upload your cover letter and resume. If you need support, please email [eric.brown@rmhcoregon.org](mailto:eric.brown@rmhcoregon.org).

Go to: [Ronald McDonald House Charities Application](#)

#### About You:

- You want to inspire your community to give back through supporting the Finance team and the Administration Department at RMHC.
- You think on your feet and can adapt to a changing environment.
- You love being a part of and contributing to a high performing team.
- You are reliable and always do what you say you are going to do!
- You can see the bigger picture and work with a team, or by yourself, to meet your goals.
- You are committed to supporting a diverse work environment, helping foster a workplace in which individual differences are recognized, appreciated, and respected.

#### About Us:

- RMHC Oregon provides a "home away from home" for families with seriously ill children and supports initiatives to improve pediatric health. For more information on our mission, history, and programs, please visit [www.RMHCOregon.org](http://www.RMHCOregon.org)
- RMHC Oregon is committed to creating a diverse environment and is proud to be an equal opportunity employer. We are dedicated to being a place where a diverse mix of talented people want to do their best work. We recruit, employ, train, compensate, and promote regardless of race, religion, color, national origin, sex disability, age, veteran status, and other protected status as required by applicable law.
- 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 2020 we were voted the #4 in the Oregon Business Magazine's Top 100 nonprofits to work, having made this list for 12 years in a row.



**Primary Duties and Responsibilities** - Support the finance program under the direction of the Sr Manager of Finance, working closely with the Administration team to ensure goals are met.

**Accounting Support** accounts for 80% of the workload.

- Maintain the general ledger and subsidiary journals, including cash receipts, accounts payable, and assisting with accounts receivable.
- Process accounts payable vendor invoices according to organization's procedures. Issue and mail checks.
- Manage vendor relationships and prepare annual filing of 1099s.
- Assist with tracking spending from restricted sources.
- Process credit card statements and reconcile with general ledger.
- Process bank deposits and post receipts to the general ledger.
- Assist with quarterly reconciliation of revenue accounts between QuickBooks and RMHC's CRM (Raiser's Edge)
- Prepare monthly bank reconciliations.
- Assist the Sr. Manager, Finance 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.
- Manage accounts payable emails in a professional manner and respond to messages in a timely fashion.

**Payroll Support** accounts for 10% of the workload.

- Prepare bi-monthly payroll and monthly benefit journal entries.
- Assist with administration of employee benefits as needed, and reconciliation of accounts.

**Other Duties and Responsibilities** accounts for 10% of the workload.

- Provide on-site accounting support at fundraising events, if needed.
- Attend monthly staff and various department meetings.
- Record minutes for Finance Committee and Board meetings
- Other duties as assigned.

**Skills Required:**

- Ability to handle many, varied responsibilities daily and work effectively in a team-based environment.
- Flexibility and ability to work under pressure meeting sometimes conflicting deadlines, demonstrating good time management skills.
- Outgoing, self-directed, ability to problem solve.
- Strong attention to detail, including a high degree of accuracy.
- Ability to take direction well, both verbal and written
- Excellent communication skills, both verbal and written, with the ability to foster new relationships and steward existing relationships. Preference for experience with copywriting.
- Technical proficiency, including Microsoft Office Suite, and accounting systems (preferably QuickBooks Online).
- Ability to maintain confidentiality of donor and financial information.

**Supervisory Responsibilities:** None.



**Experience Required:**

Minimum of two years' experience in accounting or bookkeeping, preferably in the non-profit environment, specifically working with and understanding of accounting.

**Work Environment:**

Most work is conducted in a collaborative and dynamic office environment. Attendance at RMHC Oregon signature events may be required and such work may be indoors or outdoors, possibly in hot or wet weather. In conjunction with events, employee will be required to lift packages (up to approximately 40 pounds) and stand for long periods of time.