

Accounting and Office Coordinator

Reports to: Executive Director

Annual Salary: \$64,000-\$68,000

Benefits: 100% Employer paid insurance (medical dental, vision), Disability, Retirement, PTO (see benefits for full detail)

Hours: Full-time, Exempt, 40 hours, Monday – Friday with occasional weekend or evening events.

Location: This is a hybrid role requiring qualified applicants to commute weekly to offices in Portland, Oregon.

Accepting Applicants: 2/17/2025-3/17/2025

About Us:

ALS Northwest is committed to enhancing the quality of life of people living with ALS through the many free programs we offer to individuals and families affected by ALS. Our programs are designed to meet these essential care needs as well as the emotional needs of those in our community and caregivers. We provide services across Oregon, SW Washington and advocacy for people with ALS across the Pacific Northwest. ALS Northwest strives to provide a supportive community and valuable resources to empower individuals living with ALS to lead fulfilling lives until the day a cure is found.

Our Vision: An end to ALS.

Our Mission: To provide comprehensive support and advocacy for people with ALS and their families, while advancing research for new treatments and an end to ALS.

Position Summary

We are seeking a detail-oriented, forward-thinking, and self-motivated individual to manage key financial responsibilities while supporting our database systems and office administration. This role is essential to ensuring compliance, accurate financial reporting, and the smooth operation of our organization.

About You

You are a proactive problem-solver with a passion for supporting a meaningful cause. You thrive in a dynamic, mission-driven environment and excel at anticipating needs, working independently, and paying close attention to detail.

- Forward-Thinking
- Self-Starter
- Detail-Oriented

Key Responsibilities:

Accounting & Payroll

You will manage a range of financial tasks that ensure the organization's financial health and compliance with nonprofit standards.

- Manage accounting tasks, including accounts payable and payroll.
- Process donations and grants, ensuring compliance with donor restrictions and fund allocation.
- Reconcile general ledger accounts and multiple bank statements.
- Prepare monthly and quarterly financial reports through trial balance.
- Assist the Executive Director and Departmental Directors with budget preparation.
- Ensure accurate recording of transactions in the nonprofit accounting software.
- Support preparation for audits and process required state and government filings.

- Maintain accurate financial records and documentation.
- Prepare payroll data and administer 403B retirement contributions.
- Perform other accounting duties as assigned by the Executive Director.
- Process journal entries for banking and month-end closing.

Database Management

In this role, you will help maintain and optimize the organization's donor database systems to support fundraising and engagement efforts.

- Utilize organizational databases (Raiser's Edge NXT and Luminate Online).
- Maintain donor records and ensure accurate gift entry.
- Collaborate with the Data and Administrative Coordinator to execute regular database clean-up activities.

Office Administration

You will provide essential administrative support to ensure smooth daily operations and foster a positive work environment.

- Process employee insurance and retirement changes, including new enrollments, updates, and terminations.
- Enter and maintain confidential employee data.
- Manage bi-weekly payroll data entry and processing.
- Process weekly check runs and bank deposits.
- Proactively identify and address office needs to ensure efficient operations.
- Provide high-level administrative support to Directors, including special projects.
- Communicate and coordinate with contracted IT support staff on issues, maintenance, and backup of computer and financial data.
- Serve as liaison with the Property Management Company.
- Maintain office equipment and coordinate with vendors for troubleshooting and monthly maintenance (e.g., fax, copier, water cooler).
- Perform other duties as assigned.

Required Qualifications

- Bachelor's degree in accounting, finance, or a related field.
- 2+ years of experience in accounting, bookkeeping, or compliance roles (nonprofit experience preferred).
- Proficiency in QuickBooks Online, Microsoft Office Suite, and financial reporting.
- Strong attention to detail, organizational, and communication skills.
- Experience with CRM software (Blackbaud products preferred but not required).
- Self-motivated with the ability to work independently and collaboratively as part of a team.
- Ability to maintain strict confidentiality.
- Reliable transportation for running errands and making bank deposits as needed.

Additional Desired Skills & Abilities

- Knowledge of administrative procedures, including word processing and file management.
- Intermediate to advanced experience with Microsoft Word, Excel, and Outlook.
- Strong verbal and written communication skills with active listening abilities.
- Proven time management and prioritization skills.
- Ability to work effectively with all levels of the organization, external clients, and vendors, fostering positive relationships.
- Proficiency in operating standard office equipment.

Working Conditions

- May require occasional night and weekend work.
- Reliable transportation for running errands and making bank deposits as needed.
- Frequent and repetitive manual dexterity is needed for using a computer keyboard.

Benefits

We offer a comprehensive benefits package to support your health and well-being, as well as a flexible work environment:

- Health Benefits: Individual health (platinum level), dental, and vision insurance.
- Retirement Plan: 403B retirement plan with a 6% employer match.
- Disability Coverage: Short-term and long-term disability insurance.
- Generous Paid Time Off: 10 paid holidays and a generous PTO package.
- Flexible Hybrid Work Environment

Why Join Us?

When you join our team, you become part of a community dedicated to creating positive change. You'll have the opportunity to apply your skills in a meaningful way while working alongside passionate and talented professionals.

ALS Northwest is an equal opportunity employer and believes that each team member makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities outlined in a job description. Therefore, this job description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.