



**Title:** Accounting Technician  
**Classification:** Part-Time, Non-Exempt  
**Reports to:** Controller

**Location:** Portland, OR  
**Department:** Finance  
**Compensation:** \$25-31/hour DOE

**POSITION SUMMARY**

Reporting to the Controller and serving as a key member of OMEP’s finance and administrative team, the Accounting Technician works three (3) days per week to assist the Finance department with a variety of professional accounting duties. The position requires knowledge of basic accounting and office administration contract management and grants compliance is a plus. The Accounting Technician must be highly organized, attentive to details and accuracy, and possess exceptional interpersonal skills. This position requires excellent computer skills, self-initiation and self-direction, time management skills, and a demonstrated passion for OMEP’s mission.

The health and safety of our employees, clients, and visitors is OMEP’s primary concern. To reduce potential risk of exposure to employees and visitors, we ask all employees for their cooperation and strict adherence to OMEP’s COVID-19 office protocols.

**ESSENTIAL ACCOUNTING DUTIES AND RESPONSIBILITIES**

- Assist Finance department with data entry, processing, and recording transactions, updating the general ledger, and preparing reports.
- Accounts payable - process vendor invoices and employee expense reports, ensure vendors and suppliers are paid timely, ensure proper coding to expense and fund, and confirm proper approvals are obtained.
- Accounts receivable - prepare monthly client invoices and ensure timely distribution to clients, collect and process client payments and apply against invoices, and assist with aging receivables reporting.
- Payroll - maintain employee data, ensure leave and project hours have been recorded accurately and timely, and ensure that staff are paid on time and accurately. Assist with monthly payroll allocation to general ledger.
- Benefits administration – assist with employee benefits management, ensure benefit providers are paid timely, ensure employee enrollment changes are submitted timely and accurately, and employee deductions are accurate.
- Grants – assist with preparation of grant invoices, grant reporting and compliance.
- Ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period.
- As needed, prepare monthly and year-end general ledger adjusting journal entries, assist with bank and other account reconciliations, prepare monthly financial statements and other reporting, and assist with annual audit preparation.

**OTHER OPERATIONAL AND ADMINISTRATIVE SUPPORT**

Assist with:

- Office administrative duties such as filing, answering phones, processing mail, ordering office supplies, maintaining copier and kitchen, and keeping track of building access keys.
- IT contractor with onsite equipment and software issues, as needed.

- Entering new client contracts into Customer Relationship Management (CRM) system and maintaining client and grant data.
- Retention, protection, retrieval, transfer, and disposal of records.
- National Institute of Standards and Technology (NIST) survey process.
- Planning and coordinating events, meetings, and on-site classes and workshops, as needed.
- Updating and maintaining Salesforce.com data and reports as directed by executive staff.

### **QUALIFICATIONS**

- Minimum three years' bookkeeping experience or combination of education and relevant experience.
- Knowledge of advanced bookkeeping practices; principles of double entry and accrual accounting; techniques used to reconcile subsidiary accounts to control accounts and maintain books through trial balance; computerized accounting system and personal computer spreadsheet software applications; business math.
- Knowledge of fund accounting and not-for-profit experience is a plus.
- Ability to read, interpret and apply rules, regulations, policies and procedures involved in fiscal recordkeeping and accounting functions; compile fiscal or financial data; learn accounting structure, financial guidelines, systems, and procedures of the organization or fiscal program served; learn basic budgeting and funding regulations, practices and procedures; maintain journals and ledgers; make arithmetical calculations, create computer spreadsheets and reports; identify and resolve discrepancies in accounting records.
- Proactively identifies opportunities to improve and demonstrates accuracy and thoroughness.
- Demonstrates clear and concise written and oral communication skills.
- Effectively collaborates with others such as internal staff, and external clients and business partners.
- Understands business implications of decisions; aligns work with company values.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Manages projects independently; proactively communicates changes and progress and completes projects on time and within budget.
- Proficient computer skills including word processing, spreadsheets, Customer Relationship Management systems (e.g. Salesforce.com), and the full Microsoft Office suite.

### **COMPENSATION**

- Hourly wage of approximately \$25-31/hour DOE, incentive plan based on performance metrics, generous health/dental/vision/life/disability insurance, and paid time off.

### **ABOUT OMEP**

Incorporated as a 501(c)(3) nonprofit corporation in 2001, the Oregon Manufacturing Extension Partnership (OMEP) provides high performance business and technical assistance to Oregon's small to mid-sized manufacturers. OMEP is an integral part of Oregon's statewide manufacturing strategy, as it seeks to transform the factory floor and beyond to create a ripple effect of positive sustainable impact on businesses, the workforce, and the community. As one of a network of 51 independent but collaborating MEP centers nationwide, OMEP can bring integrated and standardized services and training to the manufacturing community that benefit from industry driven best processes and practices. Partnering with the Oregon Business Development Department, as well as other economic development organizations across the state, OMEP brings its expertise to a wide variety of Oregon manufacturing companies that have up to 500 employees, with services tailored to meet each company's most critical needs. Manufacturing Extension Partnership (MEP) is a resource area of the National Institute of Standards and Technology (NIST). For more information about OMEP, see <http://www.omep.org>.



*NOTE: OMEP is an equal opportunity employer. Nothing in the job description guarantees employment and/or restricts management's right to assign or reassign duties and responsibilities to this job at any time. Employee must be able to perform the essential functions of the job with or without accommodation.*