



## **Nonprofit Accountant (Part-Time)**

Open Aid Alliance is seeking a detail-oriented, motivated accountant with a passion for financial stewardship and a commitment to fiscal responsibility to join our team!

At Open Aid Alliance, we work with the unique potential of each individual to overcome stigma as they seek greater health. Since 1986, Open Aid Alliance has been radically devoted to hope and healing through our passionate support of people living with HIV, people who use drugs and by working to ensure sexual health testing, supplies and education are more accessible.

### **Pay & Benefits**

This is a part-time, 20 hours per week position and includes the following benefits: paid vacation, retirement after six months, paid lunch and a 4-day work week. Wage is \$18/hour. This is an award-funded (grant) position for the next 12-24 months.

### **Core Responsibilities**

- **Recording Financial Transactions**
  - Accurately record all financial transactions in the organization's accounting software.
  - Classify and categorize transactions based on the chart of accounts.
- **Document Collection**
  - Collect and organize all relevant financial documents, including receipts, invoices, and expense reports.
  - Ensure proper documentation for all financial transactions.
- **Bank and Credit Card Reconciliation**
  - Reconcile monthly bank statements to ensure accuracy and identify any discrepancies.
  - Reconcile credit card statements and cross-verify with receipts.
- **Monthly Invoicing**
  - Generate monthly invoice and expenditure reports for various grant contracts.
- **Expense Tracking**
  - Track and categorize all expenses to the appropriate budget categories.
  - Provide detailed expense reports for review.
- **Financial Reporting**
  - Assist in the preparation of monthly financial reports.

- Provide financial data and reports as needed for budgeting and decision-making.
- **Compliance**
  - Ensure compliance with relevant accounting standards and regulations.
  - Stay informed about any changes in accounting practices that may affect the organization.
- **Communication**
  - Collaborate with other team members, especially the Finance Director, to address any financial concerns or discrepancies.
  - Communicate effectively with vendors, clients, and internal stakeholders regarding financial matters.
- **Audit Support**
  - Prepare documentation and assist in financial audits as needed.
- **Process Improvement**
  - Identify and recommend improvements to accounting processes for increased efficiency and accuracy.
  - Stay updated on accounting software updates and features.
- **Budget Tracking**
  - Assist in monitoring budget versus actual performance.
  - Highlight any significant variances and contribute to budgeting discussions.
- **Confidentiality**
  - Maintain the confidentiality of financial information and sensitive data.

### **General Responsibilities of all OAA staff**

- Be an advocate for all participants, treat all teammates and participants with dignity, respect and ensure the work environment is free of judgment for all people.
- Maintain high levels of confidentiality, improve confidentiality systems whenever possible.
- Responsible for completing all relevant training.
- View each day as a learning opportunity. We emphasize practice not perfection and many aspects of the agency remain fluid to accommodate innovation and change.
- Respond to requests for data collection and annual reports.
- Answer phones, attend to immediate client needs and occasionally work nights or weekends as special events require.
- Work with the team to continuously improve and reimagine how to make OAA more efficient, effective and impactful. Creativity is encouraged!

### **Minimum Qualifications:**

- **Technical Skills**
  - Proficient in using accounting software (e.g., QuickBooks).

- Strong knowledge of Microsoft Excel for data analysis and reporting.
- **Detail-Oriented**
  - Exceptional attention to detail and accuracy in recording financial transactions.
  - Ability to spot discrepancies and resolve issues proactively.
- **Organizational Skills**
  - Effective organization and time management skills to handle multiple tasks and deadlines.
  - Experience in document management and maintaining an orderly financial filing system.
- **Communication Skills**
  - Strong verbal and written communication skills.
  - Ability to communicate financial information clearly to non-finance team members.
- **Analytical Skills**
  - Strong analytical and problem-solving skills.
  - Ability to analyze financial data and generate meaningful reports.
- **Team Player**
  - Ability to collaborate effectively with team members and other departments.
  - Willingness to assist in various financial and administrative tasks as needed.
- **Integrity and Confidentiality**
  - High level of integrity and ethical standards.
  - Understanding of the importance of maintaining confidentiality in financial matters.
- **Adaptability**
  - Ability to adapt to changes in processes, software, and organizational needs.
  - Openness to learning and incorporating new accounting practices.
- **Initiative**
  - Proactive attitude in identifying and addressing potential issues.
  - Willingness to take initiative in process improvements.
- **Problem-Solving**
  - Ability to independently troubleshoot and resolve accounting discrepancies.
  - Willingness to seek guidance when needed.
- **Self-awareness**
  - Awareness of personal and professional boundaries is an important part of our work. We practice awareness of privilege and power and recognizing systems that harm people we intend to help heal.
- **Lived experience is valued at Open Aid Alliance**
  - We encourage people with a combination of professional and lived personal experience similar to the people we serve to apply.

*Please apply even if you don't meet 100% of the criteria above. Nobody checks every box every time and we'd love to hear about your unique qualifications and interests in this role.*

### **Application Materials Required:**

- Resume
- Three professional or educational references with name and contact information.
- Cover letter that includes:
  - Something you already know OR something you hope to learn about our work/mission
  - Why are you a good fit for this role?

### **How to submit application materials:**

Please email application materials to Amanda Reese via [\*\*work@openaidalliance.org\*\*](mailto:work@openaidalliance.org). Please no hand delivered applications. Priority deadline for the first round of interviews is **Sunday December 17th (updated!)**. Applications will be considered until the position is filled.

### **Statement:**

Open Aid Alliance is radically committed to hope and healing for participants and staff alike.

OAA acknowledges that we occupy stolen land that is aboriginal territories of the Salish, Kootenai and Kalispel people. Diversity is a core value at OAA and we aspire to continually evaluate how we are creating intentional and inclusive spaces for BIPOC, people with lived experience of substance use and HIV, and all marginalized communities.

We encourage people of diverse races, ethnicities, socioeconomic statuses, religions, disabilities, socioeconomic statuses, gender identities and expression, sexual orientations, ages, national origins, disabilities, work, and life experiences to apply. We are committed to providing an inclusive, healthy, and welcoming environment for all members of our community.