

OPAL Community Land Trust

ACCOUNTING SPECIALIST

Job Description
(January 2016)

PURPOSE

OPAL Community Land Trust is a private non-profit organization entrusted with government grants and private contributions to provide housing for island residents in need. We highly value the confidence placed in us by all of our supporters; we honor and respect each individual who interacts with us.

The Accounting Specialist accurately records expenditures, accounts payable, other financial transactions and property data for the organization.

This a part-time year-round position, averaging 10 hours per week scheduled during regular business hours (generally, Monday to Friday, 9 AM to 4 PM). The Accounting Specialist is selected, hired, supervised and evaluated by the Office Manager of OPAL Community Land Trust. Employment is at-will

OVERVIEW OF RESPONSIBILITIES

1. Receive, process, verify and reconcile invoices. Charge expenses to accounts and classes. Post financial transactions into QuickBooks Premier Nonprofit Edition software. Prepare checks for signature by Executive Director and/or Trustee.
2. Enter OPAL property data and other information into Salesforce customer relationship management software.
3. Check for accuracy in figures, postings and reports. Correct or note and report any discrepancies found in records.
4. Assists with other projects as needed.

SPECIFIC DUTIES

1. Review invoices for appropriate documentation and approval prior to payment
2. Prioritize invoices according to discount potential and payment terms
3. Process reimbursement requests by OPAL homeowners and neighborhoods
4. Match invoices to checks; obtain required signature(s); distribute checks
5. Match receipts to credit card charges
6. Request taxpayer identification numbers from contractors; respond to vendor inquiries; prepare and mail 1099's
7. Assist with month-end closing activities

8. Enter assessed values and taxes for OPAL properties and other information into Salesforce customer relationship management software
9. May perform weekly back-up of Salesforce
10. May post ACH and other electronic payment transactions into QuickBooks
11. May prepare invoices to bill other organizations for credit reports or other services; may prepare invoices to bill OPAL tenants or homeowners for utilities
12. May purchase supplies for OPAL office or Reddick Property building maintenance and landscaping
13. May update Chart of Accounts once per year, assist with year-end closing activities and preparations for audit
14. Maintain files and documentation thoroughly and accurately
15. Preserves value and integrity of OPAL by protecting privacy and security of sensitive information

WORK CONDITIONS AND PHYSICAL DEMANDS

Work is performed indoors. Sitting for one or more hours at a time. Occasional standing and walking on level surfaces. Occasional lifting and carrying of 10 pounds maximum. Seeing, reaching, handling and fingering to use PC, printer/copier/scanner and calculator, and file documents. Hearing and talking to use telephone and communicate with coworkers and visitors.

QUALIFICATIONS

Previous bookkeeping or accounting experience and familiarity with QuickBooks or other accounting software are preferred. PC proficiency, data entry skills and general math skills are required.

Desirable characteristics include attention to detail, thoroughness, organizational skills, the ability to analyze information, and the ability to establish and maintain positive relationships with vendors. Belief in permanently affordable housing and the economic sustainability of Orcas Island a plus.

APPLICATION PROCESS

Interested? Please email resume to office@opalclt.org or mail to OPAL Community Land Trust, PO Box 1133, Eastsound WA 98245. Review of applications will begin the week of February 8, 2016. Applications will be accepted until the position is filled.