



Staff Accountant

Pay- DOE- We have competitive wages!

St. Vincent De Paul is looking for ambitious and hardworking individuals to add to our Accounting team. Candidates must have great attention to detail, computer knowledge, and be self-motivated.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare financials- Individual & Consolidated
- Review monthly AP, AR & JE entries
- Assist with preparing budgets for properties
- Report to external partners financial information
- Loan tracking
- Depreciation/ Amortization
- Review loan documents
- Manage bank accounts
- Provide supporting documentation as needed for audits
- Knowledge of LIHTC (Low income tax credits) and OAHTC (Oregon Affordable Housing Tax Credits) a plus!

KNOWLEDGE, SKILLS AND ABILITIES

- Self-motivated, organized and ability to work as part of a team
- Accounting Degree or relevant long term work history
- Experience using MS Office products (Excel, Word, and Outlook)
- Experience using an accounting software system
- Ability to work independently, as well as part of a team
- Strong verbal communication skills
- Ability to communicate effectively and tactfully
- Must be dependable, able to prioritize tasks and be flexible with changes in job duties

HOW TO APPLY

If you feel you are qualified and want to apply for this position please submit application and resume at <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.