



St. Vincent de Paul

SOCIETY OF LANE COUNTY

Accounting Associate

Eugene, OR 97408

Pay From \$17.00 per hour

Job description

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

As an Accounting Specialist, you'd be working with our general accounting department supporting Accounts Receivable (A/R) and Accounts Payable (A/P) activities. Candidates must have great attention to detail, computer knowledge, and be self-motivated.

Job Type: Full-time

Pay: \$17 hour and benefits

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enter and balance daily stores sales and deposits
- Reconcile daily stores activity to appropriate bank account and communicate with the stores team as needed
- Assist in auditing and reviewing daily data entered in the manufacturing/recycle tracking system
- Assist with posting deposits to appropriate bank accounts
- Assist with A/P processes as needed
- Assist with month end closing
- Provide supporting documentation as needed for audits
- Ability to keep confidential information in regards to record keeping

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- 1+ years general accounting work experience

- Working knowledge of accounts receivable, account payable and account reconciliations
- Proficient at Microsoft Excel with working knowledge of basic functions, short keys, etc.
- Experience using other MS Office products (Word and Outlook)
- Experience using an accounting software system preferred
- 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

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.

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/>

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program