



St. Vincent de Paul Society of Lane County, Inc.

P.O. Box 24608, Eugene, OR 97402

www.svdP.us and on Facebook

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Assistant Controller

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.

We are looking to add an Assistant Controller to our team!

The successful applicant will have the necessary accounting experience to support the two Controllers over our Main and Housing related operations.

This is a great opportunity for the right person and a newly created position. Processes and procedures are already in place – and there will be adequate training provided. SVDP seeks those who desire long-term commitments as we have many seasoned employees.

The salary for this position will be competitive and based upon experience. If selected to complete an application, please state your desired salary.

PURPOSE

Responsible for planning, organizing and directing the accounting in support of Controllers. This includes monthly and/or quarterly closing processes, financial reporting, budgeting, and Treasury Management functions.

RESPONSIBILITIES MAY INCLUDE

- Provide quarterly financial results to Limited Partners and other interested parties
- Maintain and update the Allowance for Notes Receivable from Partnerships, Allowance for Developer Fees Receivable from Partnerships, and Interest Receivable from Partnerships
- Reconcile banking activity
- Reconciling Various Balance Sheet accounts
- Financial statement preparation
- Debt Service Coverage and Cash Flow Analysis
- Close out monthly financial activity
- Work with outside CPA firm for LP annual audits and tax reporting.
- Assisting with Budgets
- Other duties as assigned

QUALIFICATIONS

- Minimum 4 year degree with Major in Accounting
- 3+ years' experience in accounting or above.
- Strong technical accounting skills, including understanding of GAAP.
- Strong analytical and problem solving skills
- Excellent computer skills
- Strong Microsoft Excel capabilities, and experience with Microsoft Suite

PREFERRED BUT NOT REQUIRED

- ERP Accounting Systems such as Great Plains
- Non-Profit experience

Signature: _____

Date: _____