

Multnomah Defenders, Inc.

Downtown location: 1001 SW Naito Pkwy, Portland OR 97204

Eastside location: 847 NE 19th Avenue, Ste 270, Portland OR 97232

Main Line: 503-226-3083

Website: www.multnomahdefenders.org



Position: Finance Specialist / Salary: \$66,041.73 - \$89,875.37

Position: The Finance Specialist position is an exempt employee who is responsible for the management of day-to-day finances of Multnomah Defenders, Inc. This position will work with the Executive Director and the rest of the management team to ensure proper documentation and retention for all financial transactions performed by MDI.

Qualifications:

- Advanced proficiency with MS Office Suite (Outlook, Word, Excel, and PowerPoint); demonstrated ability to use accounting programs and ability to learn new software
- Experience with audits
- Good listening and communication skills
- Data entry skills and attention to detail
- Knowledge of GAAP
- Ability to work independently and as part of a team
- Ability to handle confidential and sensitive information
- Bachelor's degree in business, accounting, or related field preferred; applicable experience will be considered in lieu of degree
- Five years experience in accounting and/or similar roles

Responsibilities

- Accounts Payable
 - Monitor MDI's A/P inbox and respond to inquiries
 - Accurately prepare, record, and process all invoices on a weekly basis, including GL account coding, class allocation and submit check runs for approval
 - Reconcile Accounts Payable on a regular basis including ensuring back up documentation and check signatures follow financial policies
 - Generate and enter payments into accounting software
 - Collect, organize, and manage receipts for MDI credit card purchases
 - Organize and categorize routine office supply orders for approval
- Accounts Receivable
 - Responsible for full cycle Accounts Receivable function including managing A/R inbox, deposits, cash collections, posting of deposits
 - Generate invoices for multiple different grant funds and follow up, as necessary
- Trust Accounting
 - Record deposit/payment transactions in the IOLTA account and ActionStep
 - Reconcile and update IOLTA account after every transaction
- Payroll
 - Assist HR Specialist with bimonthly payroll for 70+ employees, including backup for HR Specialist office absences
 - Calculate and generate 401k contributions/loans within 5 business days
 - Calculate and generate union dues payment after every payroll
- Spearhead the annual audit with CPA firm - respond to inquiries, research, and provide documentation to assist with a smooth process
- Maintain financial security by periodically reviewing, suggesting improvements and adhering to internal accounting controls
- Assist with the accounting month-end closing process - account reconciliation, journal entries, accrual, and ensuring appropriate financial controls and procedures (as needed)
- Provide insight/support to Executive Director on analysis of cash flow, budget planning, and other financial matters

Compensation: Medical, Dental, and Vision Insurance provided. Generous sick time, vacation time, and annual merit-based reviews with raises also provided. Position includes free access to an on-site gym with views of the Willamette River. Salary starting at \$66,041.73 and increases depending on experience. A Health Reimbursement Account (HRA) is provided. All employees receive 10 paid holidays a year, plus 2 floating holidays. MDI is a supportive and progressive work environment with a passionate workforce dedicated to our mission.

About the Firm: Multnomah Defenders, Inc. (MDI) is a non-profit public interest law firm established in 1982. Our mission is to provide high-quality representation to our clients and to treat every client with dignity and respect. MDI operates with a staff of 70 people, including attorneys, trial assistants, and investigators. MDI lawyers defend adults and juveniles in courts of Oregon in criminal, juvenile, contempt and appellate matters.

MDI is committed to fostering a workplace culture inclusive of people with respect to their race, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, veteran status, marital status, age, disabilities, political affiliation, religious beliefs or other characteristics. We encourage you to apply if you identify as part of a marginalized or underrepresented group.

How to Apply

Please email a cover letter and resume to jobs@multnomahdefenders.org