



**Job Description**  
***Bookkeeper/Financial Coordinator***

Community Alliance of Tenants' (CAT) mission is to educate and empower tenants to demand safe stable and affordable housing. Founded in 1996, CAT is Oregon's only statewide grassroots tenant-led tenant-membership organization. Low-income tenants - predominately low-wage workers, families with children, people living with disabilities, seniors and tenants from diverse backgrounds - are CAT's primary membership base. CAT is building a strong housing justice movement that is led and directed by those who are most impacted by Oregon's housing crisis.

With this movement that is growing stronger day by day and an expanding membership base, CAT seeks to hire a dynamic and experienced Bookkeeper to assist in maintaining daily, monthly, and annual financial and office operations. Reporting to the Interim Executive Director, this position's primary functions will be to handle the daily financial tasks of the organization, support the development and maintenance of organizational big-picture and contract budgets, and developing and maintaining systems to support and empower staff to participate in managing program needs.

**Responsibilities include but are not limited to:**

- Managing and maintaining accounts receivable and accounts payable
- Monitoring debt levels and compliance with debt covenants and agreements
- Ensuring that receivables are collected promptly
- Recording cash receipts and making bank deposits
- Conducting a monthly reconciliation of every bank account
- Conducting regularly scheduled periodic reconciliations of all accounts to ensure their accuracy
- Maintaining the petty cash fund
- Issuing and reviewing financial statements accurately
- Tagging and monitoring fixed assets
- Maintaining an orderly accounting filing system
- Managing financial documentation including regular data entry
- Maintaining the chart of accounts
- Purchasing supplies and equipment as authorized by management
- Monitoring office supply levels and reorder as necessary
- Assisting in the development and maintenance of the annual budget and program budgets
- Calculating variances from the budget and regularly reporting to management
- Complying with local, state, and federal government reporting requirements
- Processing payroll in a timely manner with third party provider

- Providing clerical and administrative support to management as requested
- Maintaining proper documentation for all contracts
- Ensuring accurate and timely maintenance of company insurance policies
- Accounts payable and accounts receivable
- Supporting staff at events requiring financial reports (may require evening and weekend availability on occasion)
- Supporting the membership and management staff in preparing individualized financial reports for donors, grantors, and clients.
- Other duties as assigned.

**Required Qualifications:**

- Three or more years non-profit financial coordination/management and/or bookkeeping experience
- A working knowledge of general accepted accounting practices(GAAP).
- Familiarity with Quickbooks
- Familiarity with financial analysis, budgeting and forecasting
- Demonstrated ability to accurately complete projects in a timely manner
- A knack for numbers and trends, with a passion and eye for the details
- Excellent written and oral communication skills
- Expert level knowledge of Microsoft Office products (on Windows or Mac)
- Ability to be function independently as a self-directed, collaborative team member
- The demonstrated ability to maintain ethical leadership and integrity

**Compensation:** Compensation is \$18 - \$23 per hour depending on experience. Benefits include full medical and dental, paid vacation and sick leave. CAT is a family-friendly workplace. Flexible hours and scheduling offered.

To apply please submit a resume and cover letter with at least three professional references. Submit to Katrina Holland, Executive Director via email at [katrina@oregoncat.org](mailto:katrina@oregoncat.org). Please submit as Microsoft Word document and/or an Adobe PDF document. This position is open until filled.

*Community Alliance of Tenants provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. CAT complies with applicable state and local laws governing nondiscrimination in employment.*