



Home Builders Association
of Metropolitan Portland

Job Position Description

Position Title: Senior Accountant - Part Time

Reports to: HBA Chief Operations Officer

Summary of Position: Responsible for oversight and execution of all accounting and payroll responsibilities via SAGE Accounting System ("SAGE") and iSolved Third Party Payroll provider.

Compensation and Benefits: Part-time position, approximately 28-30 hours per week. Hourly pay \$20 - \$25 per hour commensurate with experience. HBA offers qualified part-time employees a variety of benefits including vacation time, PTO, paid holidays, 401k with employer match, and medical benefits.

Overview of Responsibilities:

- Works closely with COO
- Prepare Budget Variance Report forms and distribute to department heads six times per year
- Accounts Receivable
 - Daily A/R Entry
 - Create invoices and adjustments as needed
 - Prepare daily bank deposit and post to SAGE Accounting System against A/R
 - Enter daily AMEX and VISA credit charge receipts as deposits into SAGE
 - Monthly review past due invoices and notify department heads
 - Prepare monthly A/R Aging Report for Director & Managers Meeting
 - Other A/R work
- Accounts Payable
 - Date stamps all invoices and routes to the appropriate parties for approval
 - Verify and ensure proper back up detail is attached to invoices, date stamp received by accounting and add to weekly batch
 - Present weekly batch to COO for approval
 - Enter approved Accounts Payable invoices into SAGE
 - Cut checks, process and submit to CEO for signature
 - Weekly transfer of funds from money market to general operating bank account
 - Maintains 1099 information and prepares annual statements
 - Work with Government Affairs for monthly Political Action Committee fund reporting and other needs
- Payroll
 - Ensures that bi-monthly payroll is processed in a timely manner
 - Collects time sheets from staff
 - Maintains payroll spreadsheets and ledgers for entry into payroll software
 - Processes payroll run for preview and approval by COO.
 - Maintains vacation and time off tracking software, with back up paperwork files
 - Approves all flex benefit reimbursements and funding of accounts
 - Prepares quarterly SAIF reports
 - Assists with annual SAIF audit
 - Prepares annual 401K census file
 - Prepares annual employee benefit summary
- General Ledger
 - Responsible for all month end journal entries, accruals and adjustments
 - Reconciliation of all Banking and Investment accounts

- Reconciliation of balance sheet accounts each month
- Reconciliation of online sales to banking statements
- Prepare payroll related and pension accrual journal entries
- Prepares annual property tax returns
- Prepares all quarterly returns/reports
- Maintains accurate fixed asset ledgers and reports to accounting firm
- Prepares annual schedules and documentation requested by CPA firm
- Assists with budget preparation and maintenance of chart of accounts
- Administrative
 - File detail relating to A/P, A/R, visa and check deposits in a consistent and organized fashion
 - Provides staff with financial research/print reports as needed
 - Work event registrations/or additional duties as needed for Shows dept.
 - Works closely in relaying information to outside Accounting, Auditing firms and Vendors
- Assist Celebrate! Catering management with accounting, payroll and reporting issues
- Assist Foundation director with accounting, and prepares monthly financial reports.

Position Requirements:

- Associates Degree in Accounting or Equivalent; CPA preferred
- A minimum of 5 years GL experience
- Familiarity with SAGE Accounting Systems
- Familiarity with Microsoft Office applications
- Ability to prepare reports and convey information using charts and graphs
- Must be able to communicate financial information to non-financial people (staff and co-workers)
- Good analytical and problems solving skills
- Excellent written and verbal communication skills
- Must be able to work under pressure and with in time lines
- Must be able to simultaneously handle a variety of tasks and assignments
- Must be able to prioritize and communicate time frames to co-workers
- Must be able to maintain confidentiality
- Be a self starter that can follow thru on projects with little supervision

Summary of HBAMP: local non-profit trade association representing the residential building and remodeling industries in the metropolitan Portland area (includes six counties).

Association has approximately 1300 members, a staff of 17, and a \$5 million annual budget. Major activities include consumer shows, political and government affairs work, educational and certification programs, networking activities and events, and public interest and relations efforts. HBAMP is affiliated with state (OHBA) and national (NAHB) home builders associations. We also have our own charitable foundation that focuses on workforce development and supportive housing for transitional homeless.

Application Requirements: Please include a cover letter that addresses your interest in the position and how your experience, skills, and background are a good match for the position requirements and work. Email cover letter and resume submissions to:

Home Builders Association of Metropolitan Portland

Attn: Samantha Thomas

Subject: Senior Accountant – Part Time

samanthat@hbapdx.org