

## **JOB POSTING: ACCOUNTING MANAGER**

**The Society of St. Vincent de Paul, Portland Council**

### **Accounting Manager**

Full time position reporting to the Executive Director

Open until filled

\$42,000 -- \$52,000 per year DOE

### **The Organization**

Established in Oregon in 1869 with the founding of St. Vincent's hospital, the Society of St. Vincent de Paul (SVdP) is a worldwide Catholic organization of laypersons, open to all who wish to live their faith by loving and serving their neighbor. The Portland Council serves Multnomah, Clackamas, Washington, Clatsop and Columbia counties through a network of 2,000 volunteers from 48 Conferences organized by local Catholic parishes.

[www.svdppdx.org](http://www.svdppdx.org)

### **The Position**

The Accounting Manager oversees all financial functions of the organization and supervises and trains the Accounting Coordinator. The Accounting Manager attends the Finance Committee meeting and prepares accurate financial reports and advice for the Executive Director, Finance Committee, Council President, Board of Directors and Conference Presidents. The person in this position is expected to exercise considerable independent judgment and discretion in the process of carrying out many duties and assignments

The Accounting Manager is responsible for work performance and completes annual staff evaluations, provides efficient scheduling of staff and coordinates training and orientation. The position is also responsible for: month end and year-end financial reports, providing information to auditors, meeting all requirements and resolving all issues for completion of the annual audit, producing year end 1099's and W-2 forms. The Accounting Manager works with the Executive Director and Council President to prepare the annual budget for approval by the Board and Conference Presidents, and attends Finance Committee meetings and Board, Council and Conference meetings as required by the Executive Director and Council President.

### **Key Requirements**

A bachelor's degree in accounting with five years of complex technical accounting and management experience required. Associates Degree may be substituted with seven to ten years of increasingly complex technical accounting and management experience. Relevant and significant non-profit experience is preferred. Must have a working knowledge of GAAP, experience with Excel, Word and Quick Books.

**Please follow these instructions to apply:**

**Obtain an Employment Application from our website at [www.svdppdx.org](http://www.svdppdx.org) . Submit the completed application, a cover letter, a list of five professional references and resume electronically or by mail. Email submission to [brian.f@svdppdx.org](mailto:brian.f@svdppdx.org)**

**By Mail to:**

**Brian Ferschweiler, Executive Director**

**St. Vincent de Paul, Portland Council**

**PO Box 42157**

**Portland, OR 97242-0157**