POSITION DESCRIPTION | ACCOUNTANT

Reports to: Executive Director	**Manager or Individual Contributor:** IC
FLSA Status: Non-exempt	**Benefits Eligible:** Yes
Salary Grade: $30.78 - $38.47	**Remote/Hybrid Eligible:** Yes
Full Time/ Part Time: Part Time (25 hours)	**Volunteer Interaction:** Moderate

Position Summary

The Accountant manages Nordic Northwest's financial operations, including accounts payable and receivable, payroll, grants management, budgeting, financial reporting, and annual audits. They ensure compliance with regulations, support program managers with budget planning, and provide financial insights to the Executive Director.

Essential Job Functions

The individual in this position is expected to engage in the following work-related activities.

General Organization Expectations

- Participate in ongoing learning and development activities related to your role, your professional development, and organizational goals.
- Participate in Nordic Northwest's mission of highlighting, honoring, educating, communicating, promoting and celebrating Nordic culture and traditions, ancestral, modern and contemporary.
- Implement the organization's strategic direction and participate in the development of the annual plan and reporting.
- Support Nordic Northwest events based on needs of the organization.

Role-specific Expectations

General Responsibilities

- Engage in learning and development activities and support Nordic Northwest's mission of celebrating Nordic culture.

Financial Operations (35%)

- Maintain financial records by managing entries, payroll, benefits, cash flow, and accounts payable/receivable.
- Oversee accounting software integrity and liaise with financial institutions.
- Support external accountants with bank reconciliations.

Reporting (25%)

- Prepare accurate financial reports, analyses, and projections for programs and the Board of Directors.
- Develop annual budgets, monitor compliance, and ensure alignment with regulatory guidelines.

Finance Committee (20%)

- Collaborate with the Executive Director and treasurer to plan and analyze fiscal trends.
- Serve as a liaison to the Investment Advisor.

Advisory and Planning (20%)

- Advise the Executive Director on fiscal strategies, audits, and resource optimization.
- Maintain fiscal policies and ensure staff familiarity with procedures.

Other Duties

- Serves as a member of Nordic Northwest's staff team. Participates in the strategic direction of Nordic Northwest and the development and implementation of its annual plan. Participate in staff meetings. Assist other staff members when needed. Performs related duties and responsibilities as required.
- Perform additional or other responsibilities as assigned.

Supervisory Responsibilities

- No supervision/leadership exercised.

Required Skills and Abilities

- Experience working with accounting software.
- Organizational skills to manage multiple tasks and deadlines.
- Understanding of IRS regulations and compliance issues affecting non-profits.
- Analytical skills to interpret financial data and provide actionable insights.
- Attention to detail to ensure accuracy in financial reporting.
- Ability to identify financial issues and develop solutions proactively.
- Other Requirements: valid Oregon driver's license required.

Education and Experience Guidelines

BA degree in accounting and at least five years of increasingly responsible accounting experience and training. CPA/CFA preferred.

Nordic Northwest recognizes that knowledge, skills, and experience may be gained through lived experience as well as education, professional experience, volunteering, or other means.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Physical Effort

- Moderate: The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as tables, equipment, and medium-sized parts. The work may require specific but common physical characteristics and abilities, such as above-average agility and dexterity.

Environment

- Hybrid combination of office setting and remote based in the Portland Metropolitan area. Some travel needed to attend meetings or trainings.

Travel requirements

Occasionally travels locally.

Hours Required

Generally, works a set schedule. Rarely works overtime.

Reasonable Accommodation Notice

If your ability to perform any essential functions listed is impacted by a disability, temporary or permanent, you may reach out to the Executive Director for assistance in exploring reasonable accommodations.