



Position: Senior Accountant
Reports to: Director of Finance
Direct Reports: N/A
Type: Exempt

ABOUT MEYER

One of the largest private funders in Oregon, Meyer Memorial Trust commits its position, resources and energies to dismantling barriers in equity and improving community conditions so that all Oregonians can reach their full potential.

Established in 1982 from the estate of grocery store founder Fred G. Meyer, Meyer Memorial Trust has awarded grants and program-related investments in excess of \$930 million to more than 3,500 organizations. With current assets of approximately \$1 billion, Meyer's mission is to accelerate social, racial and economic justice for the collective well-being of Oregon's lands and peoples.

Learn more at www.mmt.org.

POSITION SUMMARY

As Senior Accountant, you will be a key player on our Finance team, working closely with the Investment Accountant and Staff Accountant. You are primarily responsible for managing the accounting activities related to grantmaking and operations while supporting the investment accounting function. With your support, we will become more efficient in our day-to-day accounting operations, while providing timely and accurate financial information to our stakeholders. You will be continually challenged to help us improve our processes and procedures while frequently collaborating with other departments, outside vendors and partners.

PRIMARY SCOPE

Accounting

- Manage the timely completion and review of month, quarter and year-end close procedures including system closing, and review of journal entries/account reconciliations.
- Coordinate reporting and accounting for investments, review investment transactions and journal entries, and provide support where the Investment and Finance teams intersect.
- Review all journal entries and reconciliation of payroll-related accruals.
- Ensure accurate and timely completion of monthly, quarterly and year-end reporting, including internal reports, financial statements, cash flow statements and board materials.
- Review accounts payable to ensure proper expense accounts are assigned and necessary approvals are obtained.

Compliance and Risk-Management

- Review semi-monthly payroll and off-cycle payrolls in collaboration with Human Resources.
- Review retirement payments and provide ongoing monitoring of staff contributions to ensure compliance with annual limits.
- Partner with external auditors to lead the annual audit.
- Manage tax reporting and planning, including federal and state taxes (990-PF & 990-T), annual 1099 process and property tax filing.
- Oversee financial records and files to ensure that information remains accurate, confidential, complete and organized.

Financial Management, Budget & Planning

- Oversee contract management, spending and reporting.
- Assist with ongoing budget and expense reporting, including assisting during the annual operating budgetary process, analyzing budgeted vs. actual spending throughout the year, and preparing reporting and communication to relevant parties as assigned.
- Manage the company's corporate credit card process to ensure transactions are properly authorized and documented.
- Review reconciliations of bank accounts monthly.
- Review ongoing operating cash needs, review transfers with custodian and investment firms and respond to banking requests, requesting operating cash transfers as needed.

Operations and Other

- Manage the development and implementation of new procedures and controls to enhance department workflow through cross-coordination with stakeholders across and outside of the organization.
- Provide direction and leadership in the management of accounting policies.
- Oversee and manage special projects and other cross-department work.
- Establish and maintain working relationships with internal and external partners, including responding appropriately to inquiries and Help Ticket items
- Research updates and find opportunities to improve processes and fully leverage the abilities of the financial systems.
- Develop and lead staff trainings.
- Collaborate with staff to ensure compliance with company credit card policy.
- Act as backup for accounts payable, petty cash and custody over a company credit card.
- Other duties as assigned.

EQUITY

- Bring a personal interest and commitment to working in a diverse and inclusive work environment
- Engage in promoting a positive workplace culture of collaboration, innovation and respect
- Have excellent interpersonal skills and the ability to establish effective working relationships in a multicultural, multi-ethnic environment.

PREFERRED COMPETENCIES SKILLS AND EXPERIENCE

- Demonstrate strong analytical and problem-solving skills with attention to detail.
- Exercise initiative and anticipate problems before they arise.
- Maintain absolute discretion when handling confidential information.
- Show sensitivity and respect for differences in personal, professional, and business relationships.
- Commit to equitable utilization of Trust resources in all aspects of the position.

- Exhibit solid skills in prioritizing, organization, decision-making, and time management to deliver high-quality work while meeting deadlines.
- Display well-developed professional communication skills in both written and oral forms.
- Demonstrate excellent personal motivation with the proven ability to work independently and collaboratively.
- Contribute expertise and follow leadership directives at appropriate times.
- Possess advanced Excel skills and proficiency in other Microsoft Office applications.
- Have strong knowledge of generally accepted accounting principles and the ability to apply them.
- Hold three to six years of progressive accounting experience, including two to three years in public accounting.
- Have a Bachelor's degree in Accounting, Finance, Business, or a related field.
- Hold a Certified Public Accountant (CPA) certification (highly preferred).

PHYSICAL DEMANDS/WORK ENVIRONMENT

Meyer Memorial Trust is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, Meyer ensures equal opportunity to all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; lawful alien status; physical, mental or medical disability; veteran status; or liability for service in the United States Armed Forces.

Transgender, gender non-conforming and gender non-binary job applicants, as well as applicants with disabilities and applicants with criminal record histories, are encouraged to apply.

While performing the duties of this job, the employee will:

- Engage in regular communication in person as well as through electronic means.
- Routinely use computer laptops, tablets, desk phones, photocopiers and monitors, including digital screens.
- Occasionally move up to 10 pounds.
- Work in a business setting of open cubicles with an estimated 45-60 decibel noise level.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TIME FRAME

We're seeking to have the ideal candidate identified by May 2024.

REWARDING BENEFITS:

We offer a comprehensive benefits package, including medical and dental plans, a flexible spending account (F.S.A.) or health savings account (H.S.A.), a generous 401(k) plan with employer match, vacation time, tuition reimbursement and transportation options for the active commuter.

COMPENSATION (commensurate with experience & budget)

Salary Range \$90k - \$110k

TO APPLY:

Interested candidates are invited to submit a cover letter describing interest in the position and a resume highlighting experience, competencies and qualifications that meet the position's requirements. submit

application materials in Microsoft® Word (.docx, .doc), Adobe® PDF (.pdf), or plain text (.txt) to **Sraccountant@mmt.org**.

APPLICATION DEADLINE:

Please forward application materials no later than 12 noon Pacific Standard Time, April 29, 2024.