



Position: **Staff Accountant**
Reports to: Director of Finance
Direct Reports: -N/A-
Type: Non-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 Staff Accountant, you will be a key player on our Finance team, working closely with the Investment Accountant and Senior Accountant. You are primarily responsible for the day-to-day accounting activities related to grantmaking and operations, including Accounts Payable and Payroll. You will interface with all levels of staff within the organization as the point of contact for Finance questions and assistance. 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

- Participate in the monthly and quarterly close processes by preparing and posting journal entries, reconciling subledger and general ledger accounts, and preparing various supporting schedules.
- Prepare annual accruals and reconciliations to support the year-end close process.
- Facilitate semi-monthly and off-cycle Accounts Payable and Expense Reimbursement payment processes through coordination with budget managers and staff. Validate proper coding, supporting documentation, and necessary departmental approvals to ensure timely and accurate payment.
- Record new grant encumbrances and reconcile them to GivingData software.
- Create and maintain financial reports and dashboards in Intacct.
- Manage configuration and data hierarchies of reporting dimensions, custom objects and roles/ user permissions in Intacct

- Prepare payroll journal entries and reconciliations of payroll-related accruals.
- Collaborate with other departments to accurately maintain the asset inventory database and manage the fixed asset schedules.

Compliance and Risk Management

- Prepare semi-monthly and off-cycle payrolls in collaboration with Human Resources.
- Process all employee time cards and changes such as new hires, terminations, salary adjustments, taxes, and benefits to ensure all employee hours, earnings, deductions and withholdings are processed properly.
- Assist with responding to inquiries from management and external auditors, including external auditors at year-end with any information needed in conjunction with their annual audit.
- Review W-2s for accuracy and completeness.
- Assist the Finance and HR departments by providing employee payroll data and reports.
- Assist employees as the point of contact for payroll-related questions and requests.
- Manage secure collection and maintenance of grantee banking information.
- Maintain financial records and files to ensure that information remains accurate, confidential, complete and organized.
- Manage production of 1099s and maintain complete vendor records including W-9s.
- Complete personal property tax filing.

Financial Management, Budget & Planning

- Monitor banking activity and prepare bank deposits monthly.
- Assist with the annual budgeting process by rolling forward department budget templates, making adjustments as needed, advising budget managers by providing historical spending analysis, and consolidating for reporting and importation into accounting software.
- Provide ongoing support to budget managers by providing timely spending analysis.

Operations and Other

- Train Meyer staff on payment processes, including expense reports, and update as needed.
- Review and update accounting policies and procedures, as needed.
- Recommend and coordinate special projects and other cross-departmental work.
- Manage the Finance Help Ticket system.
- Support the efficient function of the Finance department through schedule coordination, board book compilation, and other administrative functions, as needed.
- 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

- Maintain absolute discretion when handling confidential information.
- Demonstrate 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 strong attention to detail and excellent analytical, organizational, and time management skills to deliver high-quality work while meeting deadlines.
- Possess the ability to seek information, solve problems, and follow through on solutions.
- Work effectively both independently and as part of a team.
- Show well-developed professional communication skills in both written and oral forms.
- Remain flexible and willing to take on new responsibilities and expand skills.
- Meet the compliance requirements of the role to support business objectives and maintain a learning orientation that is flexible and fluid with business flow and demands.
- Contribute expertise while balancing the ability to follow leadership directives and understanding their connection to broader organizational priorities.
- Apply an objective lens to work while fostering quality working relationships with staff at all levels to influence change, implement policy, and accomplish organizational objectives.
- Possess advanced Excel skills and proficiency in other Microsoft Office applications.
- Have solid knowledge of basic accounting principles and the ability to apply them.
- Hold an Associate's or Bachelor's degree in Accounting or a related field, or have comparable work experience.
- Have one to four years of accounting experience or an equivalent combination of education and experience, with a preference for experience in accounts payable, general ledger, and payroll.
- Have experience with Intacct and Paylocity (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 \$70k - \$85k

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 **Accountant@mmt.org**.

APPLICATION DEADLINE:

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