

**DOGS FOR BETTER LIVES
JOB DESCRIPTION**



Job Title: Staff Accountant

Job Status: Full-Time, Non-Exempt

Reports to: Finance Director

Location: Central Point, Oregon

Company Overview:

Recognized nationally as a premier nonprofit organization, Dogs for Better Lives' mission is to professionally train dogs to help people and enhance lives while maintaining a lifelong commitment to all dogs rescued or bred and all people served. Dogs for Better Lives trains and places Assistance Dogs with clients throughout the United States and is supported by a nationwide donor base.

With more than 30 employees on one site in Southern Oregon, Dogs for Better Lives and its staff enjoy nearly 200 days of sunshine annually in Central Point, making it a destination for outdoor enthusiasts of all kinds. Located in the Rogue Valley, employees enjoy close proximity to Medford International Airport, accessibility to major hospitals, hiking trails, golf courses, and ski areas with full availability of all amenities of the big city without the congestion.

Job Summary:

The Accountant is an integral member of the Finance team, who performs specialized, technically advanced accounting, budgetary work and other financially related tasks to support the Finance Director. This position provides timely and accurate financial information to employees, finance team and Finance Director.

Essential Duties and Responsibilities:

- Preparation of journal entries.
- Maintain inventory & reconcile quarterly reports.
- Reconciliation of investment accounts.
- Grant and foundation financial report preparation.
- Prepare a variety of complex and recurring accounting-related reports, summaries, statistical reports and reconciliation.
- Perform financial analyses, calculations related to posting and accounting functions.
- Maintain and reconcile the Fixed Asset system and associated depreciation journal entries.
- Maintain CIP account spreadsheets.
- Assist Finance Director with Annual Budget and Audit preparation.
- Solves problems and recommends changes in procedures in accordance with previous training and experience to enhance efficiencies and internal controls.
- Special projects and tasks assigned by the Finance Director.
- Perform other duties as required by the organization and Finance Director.

Essential Qualifications:

- Bachelor's degree in accounting or related field required from an accredited college/university.
- Three (3) years' progressive accounting experience; preferably in non-profit fund accounting.
- Solid Knowledge of GAAP, Accrual Accounting, Audit preparation, Fixed Asset accounting, Budget preparation and current accounting practices.
- Advanced Accounting/Budget/ technical knowledge.
- Proficient in Microsoft Office Suite, modular accounting systems (preferably with Sage or MIP), and other applicable software applications.

- Pass criminal background, credit, and DMV checks.
- Valid Driver's License.
- Must be able to lift up to 25 pounds, sit for extended periods of time, climb stairs, and operate office equipment and computers with ease.

Essential Requirements:

- Initiative, effective problem-solving skills with high attention to detail and accuracy.
- Excellent oral, written and interpersonal skills.
- Strong organizational, time management and prioritization skills; work independently with minimal supervision.
- Recognition of the importance of documentation and proven ability to maintain accurate records.
- Maintain high level of integrity, confidentiality, ethical standards - assumes personal responsibility for scope of position.
- Enjoys building and maintaining relationships with staff.
- Shares in the passion of Dogs for Better Lives' mission.
- Self-starter and independent but works collaboratively.
- Values continuous learning and seeks ongoing training and development.

Note: This is a job description, not an employment contract. This job description does not state or imply these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by management.

Dogs for Better Lives is an Equal Opportunity Employer.