

## The Contingent Job Announcement Sr. Staff Accountant

### Opportunity Summary:

Can you work independently and collaboratively with various levels of employees?

Do you have an eye for detail and the ability to quickly find information you need? Does money represent number or figures for you to manage? Are you tech savvy? Do you excel in creative thinking, building and problem solving? Do you have a continual growth mindset to develop and improve existing processes and to enhance program efficiencies? Are you well organized? Efficient? Adaptable?

**If you read this position description and are filled with a wholehearted, "YES! I'm in!" We would love to hear from you!**

The Contingent is seeking a Senior Staff Accountant to support the Finance Team in all aspects of financial reporting for [The Contingent](#). This position engages in a multitude of deadline-driven accounting activities including general ledger preparation, financial reporting, year-end audit preparation, budgeting, and planning. The Sr Staff Accountant supports grant budgeting, reporting, and compliance; payroll runs, treasury activities; and special planning and analysis projects.

### Duties And Responsibilities:

- Assist in preparation of monthly financial statements and other reporting for executives, the Board of Directors, committees, grants, and internal departments
- Support the COO & Director of Finance on special projects, workflow process improvements, and process documentation
- Review grant contracts and award documentation to ensure proper fund accounting.

### Personal Qualifications:

- Commitment to the mission of [The Contingent](#), including [Every Child](#), [Emerging Leaders](#), and [Survival Is Not Enough \(SINE\)](#)
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Demonstrates a passion for operational, technical, and customer experience excellence
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families

### Education and experience:

- Bachelor's degree in accounting or finance required
- CPA certification or equivalent experience, preferred
- 3+ years of accounting experience, required
- Experience with financial Edge and non-profit accounting required
- Experience with grant accounting required

### Knowledge, Skills, and Abilities:

- Highly organized and efficient in completing various projects with overlapping deadlines
- Proficient with pivot tables and VLOOKUP functions in Excel, required
- Experience in supporting multiple business entities simultaneously, preferred
- Ability to maintain a high degree of confidentiality, required
- Proficient in Microsoft Office applications (Word, PowerPoint, Outlook), particularly Excel and experience with SharePoint and Microsoft Teams
- Proficient in Asana or other task and project management software
- Proficiency in working with Microsoft Dynamics 365

### Employment Terms:

- Full Time, exempt salaried role offered at a range of **\$65,000 - \$80,000** per year depending on experience
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee and partially for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers
- We have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-3 pm PST (7- 1pm HST, 10–5pm CST, 12-6pm EST).
- This position will be expected to work within The Contingent’s hybrid work policy (2-3 days in the office, 2-3 days from home)
- This position is in Portland, Oregon
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another. As of October 1, 2021, The Contingent requires all employees to be fully vaccinated.
- Legally eligible to work in the United States

### Anticipated Start Date:

August 1, 2023

### Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (Please include how you heard about the position)
2. Resume
3. Three references including:
  - o First and Last name
  - o Role
  - o A brief description of their relationship to you
  - o Contact Information (email + phone number where they may be reached)

Application materials should be emailed with a subject line containing “**Sr. Staff Accountant**” to [hire@thecontingent.org](mailto:hire@thecontingent.org)

***\*\*\*Don’t meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.\*\*\****

All employment at The Contingent is “at will” and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.

Equal Opportunity Employer