

**Community Action Program of East Central Oregon  
(CAPECO)  
Job Description**

<b>POSITION:</b>	<b>STAFF ACCOUNTANT</b>
<b>Supervised by:</b>	Finance Manager
<b>Department:</b>	Finance
<b>Classification:</b>	Regular Full Time
<b>Position Status:</b>	Non-Exempt
<b>Location:</b>	Pendleton Main Office
<b>Salary Level/Wage:</b>	Range 13 - Amount \$2,874/month
<b>Benefits:</b>	Health, Dental, RX, Vision, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays

**HOW TO APPLY:**

To apply for this position, we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return the completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or [hr@capeco-works.org](mailto:hr@capeco-works.org). Please send it attention Human Resources if you are sending by mail.

**POSITION OVERVIEW:**

Responsible for financial reports, statements, and grant accounting functions of CAPECO in accordance with generally accepted accounting principles and other Federal or State regulatory guidelines for Non-Profits.

**ESSENTIAL JOB FUNCTIONS:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Recording transactions through the billing, receivables and cash receipts cycle
- Preparing and recording cash receipts and disbursements
- Perform analysis of Grant funds and requirements
- Work with agency staff to provide assistance with financial inquiries
- Assist with the month end closing, including account analysis and adjusting journal entries.
- Assist with monthly invoicing
- Assist with periodic financial monitoring
- Assist with the development of the agency's annual budget.

- Assist the accounts payable and payroll clerks in their duties
- Filing financial documentation

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

- Bachelor’s degree with a major in Accounting or 4 years comparable proven experience in accounting, or a combination of education and experience.
- Knowledge of cost and financial accounting principles and practices.
- Knowledge of internal control systems and procedures.
- Skills in performing complex numerical calculations.
- Knowledge of computer software (Microsoft Office, Word, Excel) and related financial statistical software products.
- Effective oral and written communications skills.
- Ability to maintain a high level of confidentiality.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Ability to work in team oriented environment.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, kneel and crouch. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate. The employee must occasionally lift, and/or carry/move objects up to 30 pounds.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, smart phones, photocopiers/scanners, shredders and filing cabinets.

**SPECIAL REQUIREMENTS:**

- Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this position.
- CAPECO is a drug free workplace and pre-employment drug screening will be required.
- Possession of or ability to obtain a valid Oregon Driver’s License and insurable driving record is required.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

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SIGNATURE

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DATE

CAPECO is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, gender or gender identity, sexual orientation, disability, marital status, veteran status, genetic history, or any other protected status in accordance with applicable state and federal equal employment opportunity laws.