

Administrative Bookkeeper
DDA of Oregon Inc



Reply to: doysals@ddaoforegon.com PO Box 2883 Portland, OR 97208 – 503 222-6484

DUAL DIAGNOSIS ANONYMOUS OF OREGON, INC.

Administrative Bookkeeper JOB DESCRIPTION

Job Title: Administrative Bookkeeper	Position: Exempt
Job Location: Portland Oregon	Reports to: Executive Director
Hours/Wage: Full-time \$45,000 - \$55,000 yr. <hr/> Medical, dental, PTO, and 401k per employee handbook.	Date prepared: July 2023 Send resume-cover letter- references- support letters to: Contact: carolynm@ddaoforegon.com Phone: 503 449-2079

Description of Primary Duties and Responsibilities:

The Administrative Bookkeeper (AB) will be responsible for various accounting functions and oversight of the organization, including accounts receivable, drawdowns, FFRs (Federal Financial Reports), and month-end closing using QuickBooks Online. The position will produce and maintain files, audits, and tax returns. Preferred applicants will be those who are efficient in accrual basis accounting, compiling expenses, and organizing for invoicing purposes.

This position also requires reasonable skills/experience with Excel and Word, monthly payroll processing, and other duties as needed. The AB will work closely with the admin coordinator, bookkeeper, and Executive Director.



Financial Bookkeeper Duties & Responsibilities:

1. Accounts Receivable and Banking

- Create invoices for grants and contracts.
- Input records of checks and cash deposits.
- Reconcile bank/investment accounts – making any adjusting entries on a monthly basis; and responsible for quarterly reconciling prepaid and payable accounts and creating accruals where necessary to ensure a full accrual account quarter close.

2. Accounts Payable

- Provide oversight and accounts payable duties.
- Review work completed by admin coordinator and bookkeeper.
- File monthly and quarterly state tax reports.

3. Month-end Closing

- Key month-end journal entries: Ensure recurring GL journal entries are accurate and timely.
- Reconcile credit card and bank statements.

4. Budget Process

- Assist in creating a budget for actual v projected worksheets for quarterly Directors reports.
- Review budget to actual annual program budgets with Executive Director and Board Treasure.

5. Other Duties

- Help Review monthly hours and allocation reports.
- Preparation and maintenance of documentation to support federal, state, and other related agencies' audit inspections of financial transactions, including compliance, billing, funds draw down, correspondence, grant audits, and other related activities.
- Support preparations for annual audit by external audit organization. Provide access and information to auditors and serve as a liaison between auditors and administration.

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- Collaborates with the Executive Director, Assistant Director, and Board Treasure to ensure fiscal policies and procedures meet DDA and grant requirements and are in accordance with generally accepted accounting principles.
- In collaboration with the Executive Director, maintain systems to ensure that financial transactions comply with established policies and procedures, including accounts payable, accounts receivable, cash management, and payroll.

Physical Requirements:

For each item listed, indicate its approximate frequency.

ITEM	NEVER	OCCASIONALLY	REGULARLY	CONSTANTLY
Sitting			X	
Keyboarding			X	
Standing		X		
Walking		X		
Bending		X		
Stooping		X		
Lifting		X		
Climbing		X		
Crouching		X		
Reaching		X		
Visual			X	
Driving			X	
Running	X			
Talking			X	
Hearing			X	

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The above accountabilities represent work performed by this position and are not all-inclusive. The omission of specific accountability will not preclude it from the position if the work is similar, related, or a logical extension of the position.

Employment with Dual Diagnosis, Anonymous of Oregon, is "at-will." This means employees are free to resign at any time, with or without cause, and Dual Diagnosis Anonymous of Oregon may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Dual Diagnosis Anonymous of Oregon for any set period.

Dual Diagnosis Anonymous Oregon is an Equal Opportunity Employer. Employment opportunities at Dual Diagnosis, Anonymous of Oregon, are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, gender identity, pregnancy, childbirth, or related medical conditions, national origin, age, Veteran status, disability, genetic information, or any other characteristic protected by law.

Please sign below acknowledging receipt of this description:

Employee Name (Print) Employee Signature/Date

Executive Director (Print) Executive Director Signature/Date