

POSITION OPENING: ACCOUNTING AND HR DIRECTOR

The Accounting and HR Director is responsible for managing and implementing the organization's accounting and human resource activities. Accounting responsibilities include performing general accounting duties, producing monthly financial statements, coordinating the annual budget, preparing for the annual audit, delivering reports to the board, and overseeing the Finance Committee.

The Human Resource responsibilities include managing payroll and HR contractors as well as executing payroll and employee benefits. The Director will maintain the employee handbook and revise as necessary, as well as hiring policies and other related asks. This position coordinates IT and other contracts/suppliers and will lead and manage special projects as necessary.

Literary Arts is on the verge of embarking on a \$16 million capital campaign to buy and renovate a new home and to start a writers' residency in the home of Ursula K. LeGuin. Familiarity with capital campaigns is important to this role. The Accounting and HR Director will also need to grow and adapt with the organization through this process.

This position reports to the Executive Director

The salary range for this position is \$60,000–\$80,000, depending on experience.

This is a full-time, salaried, non-exempt position, that will occasionally require some evening and weekend work. Literary Arts offers a generous and competitive benefits package including medical and dental, paid time off, in addition to ten paid holidays, and 401(k) matching.

Essential Duties and Responsibilities

Accounting:

- Perform general accounting duties including managing accounts payable, accounts receivable, bank deposits, credit card management, bank reconciliations and month-end transactions and account reconciliations.
- Produce regular accounting and other financial reports for staff and board, including monthly financial statements and reports necessary for grants and budget management.

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BOARD OF DIRECTORS: Amy Prosenjak, *Chair*, Jill Abere, David Angeli, Joan Cirillo, Ginnie Cooper, Amy Donohue, Ann Edlen, Sarah Gibbon, Betsy Henning, Jonathan Hill, Mitchell S. Jackson, Maurice King, Deidra Miner, Anis Mojgani, Justice Adrienne Nelson, Corrine Oishi, Katherine O'Neil, Ramón Pagán, Jon Raymond, Bob Speltz, Dennis Steinman, Geoffrey Tichenor, Chabre Vickers, Amy Wayson STAFF: Andrew Proctor, *Executive Director*, Sophie Albanis, Maggie Allen, Amanda Bullock, Lydah DeBin, Jennifer Gurney, Hunt Holman, Olivia Jones-Hall, Brandon Lenzi, Allegra Lopez, Jessica Meza-Torres, Susan Moore, Jules Ohman, Liz Olufson, Emilly Prado, Valeria Ramirez, Jyoti Roy

- Manage cash flow and oversee investment / endowment accounts in collaboration with our financial partners and Executive Director.
- Manage Finance Committee and coordinate monthly meetings.
- Attend and report financials at board meetings.
- Prepare for annual audit and work with auditors to complete the annual audit report and the filing of IRS Form 990.
- Work with Executive Director and Program Directors to produce the annual budget.
- Serve as organizational liaison and maintain relationships with bank, credit card and merchant providers.
- Update and implement all necessary organizational policies and accounting practices; improve the overall financial policy and procedure manual; ensure investment practices are maintained according to organizational policy.
- Ensure compliance with relevant laws and procedures.
- Capital campaign specific accounting: pledge financing, investment management, construction loan processing.
- Conduct review and evaluations for cost-management opportunities.

Human Resources

- Execute payroll in coordination with the organization's payroll provider.
- Serve as liaison to third party vendors administering benefit plans.
- Coordinate annual employee benefits election and renewal process and administer plans.
- Identify new benefit opportunities based on staff feedback.
- Maintain employee handbook, ensuring both legal compliance and that it reflects organizational values and policies. Revise as necessary.
- Manage employee vacation and sick time, and ensure compliance with federal, state, and local laws.
- Manage hiring policies and procedures and improve where needed in accordance with organizational values and priorities.

Other Operations:

- Coordinate IT system (hardware and software) with contractor, ensuring staff have the technology and systems to effectively do their job.
- Coordinate annual updates of all insurance policies and Workers

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Compensation annual reporting.

- Serve as project manager on organizational special projects as necessary.

Diversity, Equity, and Inclusion

- The Accounting and HR Director actively participates in on-going efforts to further an organizational culture that supports and reinforces the equity, diversity, and inclusion goals of Literary Arts. This includes the 2019-22 Strategic Framework, which is available on Literary Arts' website. This understanding and commitment should be demonstrated through the performance of assigned duties, as well as all-staff activities.

Skills and Competencies

Professional

- Equivalent to a Bachelor's degree with 3-5 years of daily accounting and financial management and producing financials in a nonprofit organization.
- Expert in QuickBooks, Excel and most Microsoft Office applications.
- Generally fluent with technology.
- Superior organizational and time management skills with a successful track record of setting priorities and multitasking in a fast-moving environment.
- Keen analytic, organizational and problem-solving skills that support and enable sound decision making for the organization.
- Strong interpersonal, communication and presentation skills.
- Demonstrated ability to appropriately manage highly confidential information.
- Strong project management skills with successful outcomes.

Personal

- Excellent time management skills with the ability to thrive in a fast-paced, deadline driven environment with rapidly changing priorities
- Highly organized with strong attention to detail
- Highly dependable and self-motivated
- Creative thinker and problem solver
- Self-starter; has a strong sense of initiative
- Flexible, able to adapt to changing demands and work styles
- An appreciation of books, writing, storytelling, in all its forms

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- A commitment to diversity, equity, and inclusion
- Team player with a good sense of humor

Experience

- Literary Arts acknowledges and celebrates all types of learning: academic, career and on-the-job training, as well as volunteer and military service.
- Literary Arts' goal is to hire and retain individuals who have demonstrated success performing the essential duties of the position and/or who possess the qualities to learn new skills quickly.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is strongly recommended for this role.

Job Conditions

Office Layout is open concept, between two common spaces used for meetings, events, and workshops. Approximately 75% of workday is spent at an unshared computer workstation, 15% in meetings, and 10% performing tasks around the office. Note: During the current public health crisis, Literary Arts staff are working from their homes. Literary Arts provides computers, monitors, and chairs for home use, along with other technology support as needed. Literary Arts also provides a technology stipend to support services such as internet service. However, once the organization can return to office operations, this position will be based in Portland, Oregon at our downtown office, requiring in-person attendance, though a combination of work-from-home and in-office schedule can be accommodated.

Equipment Used: PC laptop, copier/printer, postage machine, and other standard office equipment. Literary Arts provides an adjustable office chair; a standing desk can be requested.

Physical Demands: Concentrated periods of computer keyboarding are required throughout the workweek. Extended periods of sitting are also required for meetings. Some lifting of boxes may be required. Work is performed in a fast-paced and deadline driven environment with frequent interruptions and reorganizing of priorities.

How to Apply

Nonprofit Professionals Now is pleased to be working with Literary Arts on this key position. To apply for this position, please visit the application portal at:

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<https://bit.ly/3xJX2Ut>. All applicants are asked to provide a resume and statement of interest.

Application Deadline: July 12, 2021

All applications will be fully reviewed and considered. EEOC data will be voluntarily collected at the time of application to help us ensure that the recruitment includes a broad cross-section of our diverse communities.

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