



## Job Description Finance & Operations Assistant

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Title: Finance & Operations Assistant  
Reports to: Finance & Operations Manager  
Location: Children's Institute, downtown Portland or remote work based on office open/closed status, travel to community/partner meetings  
Type: Part-time, hourly, 10-15 hours per week, Non-exempt  
Salary: Hourly at \$25/hr

The Finance & Operations Assistant position is **open until filled**.

**Please email resume and cover letter to [jobs@childinst.org](mailto:jobs@childinst.org) with "Finance & Operations Assistant" in the subject line.** A brief skills test will be requested of finalists during the interview process. Please contact Hanan Zawideh, Chief Equity and Human Resources Officer at [hanan@childinst.org](mailto:hanan@childinst.org) with any accommodations requests.

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Children's Institute (CI) envisions an Oregon where every child is prepared for success in school and life. To meet this goal, we advocate for strategic investments in high-quality early childhood education and healthy development, the most effective strategies to improve long-term outcomes for children, with a focus on children who experience barriers to opportunity due to race, poverty, disability, language, and geographic location.

Our advocacy and implementation efforts strive to connect research, lived experience, and community voice as we work to ensure that more children who experience barriers to opportunity succeed in kindergarten and meet third grade benchmarks.

CI prioritizes an integrated, team-based work approach; a flexible, collegial work environment; and a culture of inclusion and belonging.

The Finance & Operations Assistant will have a demonstrated personal and professional commitment to advancing racial and economic justice. In collaboration with team members, they will engage in supportive processes and practices of inclusive work culture. The individual in this role will have the skills to support and promote the assets of those farthest from opportunity.

### **POSITION DESCRIPTION**

Finance & Operations Assistant, reporting directly to the Finance & Operations Manager (FOM), provides proactive and ongoing support to finance, operations, and other organization functions. The Finance & Operations Assistant will primarily serve as support to the organization's finance functions and help ensure that the basic operations run effectively and efficiently. They will manage the invoice/AP process and will provide support and data entry for other functions such

as corporate credit card accounting, contributions/AR, support in contracting, and other general financial functions. Additionally, they will support general operations as necessary.

The Finance & Operations Assistant must understand and support the organization's mission, vision, and values and be able to clearly articulate the organization's function.

## **ESSENTIAL JOB DUTIES**

### **Finance**

- Accounts payable: manage organizational internal invoice procedures; process vendor invoices and approved check requests, print checks, obtain signature(s), mail to respective vendor, file paperwork.
- Accounts receivable: record deposits, record incoming funds, and proactively track receivables
- Collaborate with the development team to reconcile revenue, notify of gifts received to ensure timely preparation of gift invoices and acknowledgements.
- Corporate credit cards: manage organizational process around credit card usage including ensuring proper documentation is received and entered in QuickBooks for each transaction and monthly reconciliation.
- Manage petty cash usage; reconcile on a monthly basis; ensure balance is maintained for office needs.
- Accurately enter other transactions into QuickBooks as requested.
- Assist FOM in preparation for monthly, quarterly, and annual reporting requirements and preparation for audit and 990.
- Donor database: assist with data entry, list/report generation, and tasks to ensure the quality and maintenance of the database.
- Run business errands, i.e., bank, post office, supplies, business lunches, as needed.
- Maintain AP and AR document files.

### **Other Responsibilities**

- As needed, support the Operations team, and provide ongoing organization-wide support to special projects.
- Perform other duties as assigned.

## **POSITION QUALIFICATIONS**

Any satisfactory combination of experience and education that ensures the ability of an individual to perform the duties and responsibilities of this position may substitute for the stated qualifications.

While we recognize that candidates may not possess all the following qualifications, ideal candidates will have demonstrated experience and understanding of basic bookkeeping tasks. College students or those with the need for 10-15 hours per week are encouraged to apply.

- Associate degree in business, finance, accounting, or related field preferred.
- 2 to 3 years of finance/accounting/bookkeeping experience.
- Experience using MS Office, Word, Excel, and similar office applications.

- Experience using QuickBooks or other nonprofit accounting software.
- Excellent written and verbal communication skills.
- Dedicated to efficient productivity.
- Ability to work independently and to work collaboratively in a team.
- Ability to anticipate and solve problems, pay attention to details, and follow through.
- Self-starter, flexible, motivated, and able to take initiative.
- The ability to keep information confidential is required.

## **BENEFITS**

### **CI Benefits are prorated for partial FTE and based on meeting plan thresholds**

- Pro-rated paid time off, sick leave, and holidays

## **EQUAL EMPLOYMENT STATEMENT**

Children’s Institute is an equal opportunity employer. It is the policy of CI to provide equal employment opportunity in accordance with applicable law to all qualified individuals without regard to race, color, creed, religion, age, gender, gender identity, sexual orientation, marital status, military status, political opinion, national origin, familial status, mental and physical ability, source of income, or any other status protected by federal, state, or local law in all personnel actions. Personnel actions include recruitment, selection, promotion, compensation, training, and termination. Relations between employees shall be based on mutual respect, and regard for the effectiveness and well-being of the organization.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee must be able to remain in a stationary position 50% of the time
- The employee is frequently required to talk or hear
- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

## **REASONABLE ACCOMMODATION STATEMENT**

Consistent with applicable disability law, Children’s Institute will provide reasonable accommodations to assist qualified applicants or employees with disabilities to participate in the job application process, to perform the essential function of a job, and to enjoy the same benefits and privileges of employment applicable to similarly situated employees without disabilities, provided the accommodation would not impose an “undue hardship” on the operation of CI.