



Job Title: Accounting Clerk

Reports To: Director of Finance

Compensation: \$52,000-\$58,500 per year, DOE (Full-Time, Non-Exempt) Plus full health and dental benefits, matched retirement savings account, ID protection and EAP, and paid agency holidays, sick time, and vacation time.

Introduction

Bienestar is a community-based affordable housing developer whose mission is to build housing, hope and community for the well-being of Latinxs, immigrants and all families in need. The organization has grown in size and complexity in recent years, launching new service areas and developing new affordable housing properties. In the face of the housing crisis facing our community, Bienestar has embraced innovation, deepened its roots in our community and our commitment to social justice, and staked out ambitious goals in our strategic plan. Bienestar is on the move, making a difference every day, working hard, and having fun while we do it – come join us!

Primary Responsibilities:

- Create invoices for reimbursement contracts
- Bill for services provided under government contracts
- Manage purchasing on Amazon, Office Depot, and others
- Maintain records of all contracts and grant awards
- Track assets such as laptops using an Excel tracker
- Other tasks to support the administrative team as assigned.

Qualifications:

- Associate's degree OR 2 years of related work experience in fiscal or administrative roles
- Experience with accounting software preferred but not required
- Proficiency in Microsoft Office, including Word, Excel, Power Point, Outlook and Microsoft Teams required
- Strong interpersonal and communication skills
- Strong organization skills and attention to detail
- High level of integrity and an ability to commit to ethical behavior
- Spanish-English bilingual preferred

To Apply: Please send a resume and cover letter explaining your interest in the position and why you believe you are qualified. In addition, please complete an Employment Application form found here: <https://bit.ly/bienestar-employment-application>.

Your resume, cover letter, and Employment Application are to be sent to Gustavo Martinez, gmartinez@bienestar-or.org.

Closing Date: Open until filled.