

Oregon Law Center

Financial Human Resource Specialist

Supervised by the Chief Financial Officer

Job Requirements

- 2 – 4 years of financial accounting and payroll work experience.
- Understanding of double-entry accrual accounting.
- Experience using Excel spreadsheets, payroll and accounting software systems.
- Some understanding of budgets and the budgeting process.
- Good analytical skills and able to communicate in a professional and effective manner.
- Ability to maintain confidentiality.

Job Description

- Reports to and is supervised by the financial officer.
- Works on fiscal procedures and operations as directed by the financial officer including A/P, A/R, semi-monthly payroll processing, grant expense and revenue tracking, account reconciliations and other duties as requested by the financial manager or the executive director.
- Works on human resource procedures and operations as directed by the financial officer or executive director. This role works closely with the program administrator

Confidential employee: This position is not included in the OLCEU bargaining unit.

Working Conditions and Physical Requirements:

- Work in an office environment including working at workstation, attending meetings;
- Ability to work the normal work day and normal work week in the office;
- Use of computer and other office machines such as computers, fax, photocopiers, and telephones.
- Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.