



**Children Learning through Education And Research Alliance, Inc. (CLEAR Alliance)
Job Description**

JOB TITLE: Finance Coordinator/Bookkeeper
AGENCY: CLEAR Alliance
PAY: \$17.00-\$22.00/hour (depends on experience)
HOURS: Average 20-30 hours per week

ABOUT CLEAR ALLIANCE: CLEAR Alliance is a quickly-growing 501c3 non-profit organization that serves diverse communities, cities and counties throughout the state of Oregon. Office headquarters are located in downtown Prineville, Oregon. The mission of CLEAR Alliance is to prevent youth substance abuse and impaired driving across Oregon through evidence-based education (such as flyers, school curriculum, educational posters, media campaigns, local and statewide trainings). CLEAR Alliance is unique as it is built and operated by Oregon public health and public safety officials and community leaders, which includes all Board Directors.

CLEAR Alliance is seeking a Finance Coordinator/Bookkeeper with these qualities:

- Highly organized.
- Knowledge of bookkeeping, maintaining budgets, paying bills.
- Proficient in Quickbooks and Excel.
- Strong attention to detail and multi-tasking.
- Coachable and willingness to learn grant budgets management and reporting
- Interface with CPA and staff.
- Passionate about alcohol and drug prevention education, and excited to work in a growing statewide non-profit with significant opportunity for growth.
- Adheres to drug-free workplace standards and conduct.
- Above-average computer and software skills

CLEAR Alliance encourages applicants to review our website www.ClearAlliance.org to learn about the organization before applying.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reports to Executive Assistant and Executive Director. Willingness to do related work as required. Evening and weekend work is possible, but rare.

Duties may include, but are not limited to: Bookkeeping, managing budgets for each grant, paying bills, preparing forms, reports, taking notes, clerical work, errands, answering phones, checking mail, interfacing with grant administrators and local, state, and federal systems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: High School degree is required. Certificate, Associates of Arts/Science or Bachelor of Arts/Science from an accredited institution is a plus. Experience as a bookkeeper, office assistant, or office administrator, or any satisfactory combination of experience and training is preferred, but not required. Preference may be given to applicants who have experience with 501c3 non-profits, budgets, finance, and/or grants. Persons without this experience are still encouraged to apply as we provide on-the-job training.

LANGUAGE SKILLS: Ability to read, analyze and interpret reports and documents. Ability to write reports and financial claims. Ability to greet the public, answer questions and refer to the appropriate staff. Ability to effectively present information to management personnel or other community partners.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, and understand Excel as well as QuickBooks. Ability to apply concepts of basic algebra and geometry. Ability to use 10-key, calculator, and other mathematical tools.

OTHER RESPONSIBILITIES: Responsible for some office clean up, emptying garbage, recycling, vacuuming, assist staff as needed. Ability to cross-train for additional opportunities if interested and as appropriate.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid driver's license and reliable transportation. Company vehicles are not available. The person in this position will be required to use his/her own vehicle for work related purposes (mileage is not reimbursed by CLEAR Alliance, unless approved by Executive Director for special projects).

PHYSICAL DEMANDS: Lifting binders, grant supplies, and inventory. The position is regularly required to sit, talk, hear, stand, walk, use hands and fingers, reach for and handle objects, lift, carry, pull totes and rolling carts, and occasionally required to climb, balance, stoop, kneel, crouch or crawl.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those the position encounters while performing the essential functions of the work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Send cover letter, resume, & 3 references to:
Mid-Oregon Personnel
187 NW 2nd Street
Prineville, OR 97754
AND email: info@clearalliance.org