

South Central Oregon Economic Development District



ACCOUNTING / FINANCIAL SPECIALIST

South Central Oregon Economic Development District (SCOEDD) and its non-profit Klamath Lake Regional Housing Center (KLRHC) is seeking an innovative, resourceful, energetic, and dynamic Accounting / Financial Specialist. The Accounting / Financial Specialist will be expected to serve as part of a professional team that delivers economic and community development programs and services throughout Klamath County and Lake County. The position requires a team-member approach in an ever-changing, fast-paced, pressured environment.

Location

Located in southern Oregon along the eastern border of the Cascade Mountains and bordering California, Lake County at 8,340 square miles (5.34 million acres) and Klamath County at 6,151 miles (3.93 million acres) are the third and fourth largest counties in Oregon. Together, these counties cover over 14,490 square miles, with an average of 1 person per square mile in Lake County and 10 people per square mile in Klamath County.

The position is based at SCOEDD's main office, 803 Main Street, Klamath Falls, Oregon.

The Organization

SCOEDD is part of a nationwide network of 382 multi-county Economic Development Districts (EDDs) designated by the U.S. Economic Development Administration (EDA). EDDs are focused on strengthening local governments, communities and economies through regional collaboration, comprehensive development strategies and program implementation. A policy board of local elected officials, along with business, education and citizen representatives governs and sets the priorities for the region.

The cornerstone funding for SCOEDD is a Partnership Planning Grant provided by EDA with matching funds from the local jurisdictions. Under the Planning program EDA assists eligible recipients in creating regional economic development plans designed to stimulate and guide the economic development efforts of a community or region. As part of this program, EDA supports Partnership Planning investments to facilitate the development, implementation, revision, or replacement of Comprehensive Economic Development Strategies (CEDs), which articulate and prioritize the strategic economic goals of recipients' respective regions. In general, EDA provides Partnership Planning grants to the designated planning organization (e.g., District Organization) serving EDA-designated Economic Development Districts to enable these organizations to develop and implement relevant CEDs.

Many of the local governments in our regions lack the capacity – staff, technical and financial – to successfully pursue and manage many federal and state programs. SCOEDD's staff provides

the expertise to assist in packaging proposals and applications, acting as liaisons with funding entities and ensuring grantee compliance with federal and state rules after funds are awarded

Responsibilities / Duties

The Accounting / Financial Specialist will be responsible for accounting, financial reporting, and assisting with grant administration and loan programs for SCOEDD as well as KLRHC.

Primary responsibilities will include, but are not limited to:

- Manage drawdowns and finances for government programs, grant and loan programs
- Process accounts receivable and payable and bank reconciliations
- Prepare bi-monthly payroll deposits and quarterly payroll reports, annual payroll reports, W2s, and 1099 forms
- Compile monthly financial data / financial statements and quarterly grant and loan reports
- Assist in the operation and success of the revolving loan programs

Qualifications

- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge of general business principles and economic functions as they relate to business profitability, loan, and financial resources
- Proficiency with standard software programs (e.g., MIP, Quickbooks, etc.) and Office 365/Microsoft Suite (Excel spreadsheets)
- Ability to prepare, monitor, and report on operational and grant budgets
- Strong written and communication skills, excellent interpersonal skills – team player
- Strong organization skills
- Ability to adapt and pivot as situations arise
- Must be able to work with sensitive information and maintain confidentiality – high ethical standards
- Must be able to maintain a positive professional image of SCOEDD and KLRHC in the community (strong existing community relationships in Klamath and Lake Counties a plus)
- Ability to pass and maintain credit and criminal background checks

To Apply

Interested professionals should email a resume, cover letter, and three professional references to denise@scoedd.org. Position will remain open until filled. Please note that only electronic submittals will be accepted.

SCOEDD is proud to be an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline or discharge, will be based on merit, competence, performance, and organizational needs. We do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, military service, or any other status protected under federal, state or local law.