

JOB TITLE: Bookkeeper
REPORTS TO: VP of Finance and Administration
STATUS: Full-Time, Benefitted, Hybrid schedule based on departmental needs
LOCATION: Portland, Oregon
COMPENSATION: DOE

Lan Su Chinese Garden's mission is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture.

About Lan Su Garden: Lan Su Chinese Garden is one of Portland's greatest treasures and most interesting sites to see in Portland. A result of a collaboration between the cities of Portland and Suzhou, our sister city in China's Jiangsu province that is famous for its beautiful Ming dynasty gardens, Lan Su was built by Chinese artisans from Suzhou and is one the most authentic Chinese gardens outside of China.

Lan Su may have the purposeful career you have been wanting to grow with this position scope: The Bookkeeper is responsible for providing full accounting support while performing a variety of related clerical activities to support the accurate and timely processing of all accounting and finance functions for the organization. This position also provides general administrative and office management support for the organization. This position will have a set work schedule working in the office at least 4 days a week, with Monday and Friday attendance required.

RESPONSIBILITIES

- Lead, follow and embrace the Lan Su Vision, Mission & Values.

Finance

- Review and process all approved invoices, automatic payments, and check requests by checking for accurate coding. Post into the accounting system.
- Perform daily/routine data entry for accounting records including accounts payable, billing, and accounts receivable.
- Process retail bank deposits, reconciling and replenishing retail cash bank as needed by ordering cash exchanges.
- Acquire online reports from credit card processors, reconcile with POS retail summary and enter all transactions into accounting system.
- Maintain an orderly financial filing system.
- Bank, GL and Credit Card account management and reconciliation.
- Follow strict naming and filing procedures for both paper-based and digital filing and transactional entries.
- Edit, reconcile, and enter payroll journal entries.
- Process check runs and mail out payments.
- Create and update vendor and customer records as needed.

Office management and administrative tasks

- Inventory and ordering of office supplies.

- Serve as primary point of contact for postage machine, printers, and general office technology.
- Manage transportation benefit program (TriMet HOP pass and Ace Parking).
- Interface with building management through Building Engines as needed for guests, deliveries.

Additional Duties:

- Other related duties as assigned by VP of Finance and Administration.
- Participate in trainings and/or meetings as requested.
- Participate actively in cross-departmental team projects as assigned.

REQUIRED QUALIFICATIONS

- First two years college accounting sequence required; four years verifiable junior accounting experience will be acceptable as equivalent.
- Two years verifiable bookkeeping experience preferred.
- Full understanding of basic and moderately advanced accounting procedures.
- Full understanding of balance sheet and financial reporting, including understanding of debit and credit accounts.
- Experience working in fund accounting in a non-profit setting preferred.
- Ability to enter data accurately and efficiently into computer software and systems required.
- Experience working with MIP Abila software preferred.
- Adept at learning multiple new software data entry systems.
- Strong knowledge of General Ledger entries and associated month-end procedures.
- Understand and adhere to strict confidentiality procedures.
- Communications skills, both written and oral.
- Proficient in Microsoft Office Suite, specifically Excel.
- Adept at problem-solving, including being able to identify and resolve issues in a timely manner.
- Strong interpersonal skills.
- Must be able to prioritize and plan work activities to use time efficiently.
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback.
- Ability to work independently but also respond well to working within a team environment.
- Tolerate prolonged periods sitting at a desk and working on a computer.
- Must be able to lift to 25 pounds on a regular basis.
- Interest in gardens, Chinese culture, education, people and working collectively to help Lan Su's mission thrive.

Lan Su encourages and seeks out candidates of diverse background and experience.

For your personal well-being, the Garden offers: *(Full-time, fully benefited positions)*

- Beautiful garden environment with areas to walk and enjoy an oasis of tranquil beauty.
- Employer Paid Health and Dental Insurance for employee **only coverage**.
- Employer-paid Group Life/ADD and short-term disability insurance.
- Vacation time accrual.
- Sick time accrual.
- One (1) Personal Floating Holiday per year.
- 401K Participation with Employer match.



- Holiday pay or accrual of floating holiday if you are scheduled to work on a Lan Su recognized paid holiday.
- Garden Shop & Teahouse Discount.
- Complimentary Family & Friends Membership to Lan Su Chinese Garden.
- Complimentary gym access to the workout facility in the administrative office building.
- Complimentary access to reciprocal venues throughout Portland.

We look forward to hearing from you, just follow these few steps to send your information to us:

Place Bookkeeper in the subject line of your email along with your cover letter, resume, & three references to lansuhr@lansugarden.org Submissions which do not contain the requested items, may not be considered. Please, no drop-in's or phone calls. Applications will be received on a rolling basis until the position is filled.

Lan Su Chinese Garden is committed to maintaining an environment where employees contribute to the organization's achievement, take pride in the results of their work, are appreciated as individuals, and are encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity Employer. It is our policy that employees will not be discriminated against in the terms and conditions of employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability, or any other classification protected by law.