Lan Su Chinese Garden is seeking a Finance and Administration Assistant to assist the organization’s Director of Finance & Administration in managing the financial, human resource and administrative-related aspects of the operation of Portland’s iconic Chinese garden.

**JOB TITLE:** Finance and Administration Assistant  
**REPORTS TO:** Finance and Administration Director  
**POSITION STATUS:** Exempt, benefited, salaried. Benefit package includes health, dental, vision, paid vacation & sick leave, 401K match & Friend Membership to Lan Su Chinese Garden

**POSITION SCOPE**

The Finance and Administrative Assistant is responsible for providing accounting and general office support with a variety of clerical activities and related tasks. The assistant will support the day-to-day operations of the financial process and assist with human resource and office administrative functions.

**RESPONSIBILITIES**

**Finance**

- Review and process all approved invoices, automatic payments, and check requests by checking for accurate coding. Post into the accounting system.
- Conducts routine data entry management 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, import and reconcile with POS retail summary
- Prepare and submit semi-monthly payroll, which includes ensuring vacation and sick time are tracked in the system
- Maintain an orderly financial filing system
- Other duties as assigned

**HR**

- Assist with day-to-day operations of the HR functions and responsibilities
- Maintain confidential personnel files in compliance with applicable legal requirements
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances)
- Assist in hiring process by coordinating job postings and organizing resumes and applications as well as performing initial telephone interviews and reference checks
- Prepare letters to employees to reflect their hiring, promotion and departure from the organization
• Prepare documents necessary for new employee orientation/onboarding and ensure orientation is scheduled appropriately and timely
• Update payroll and benefit information and facilitate enrollment as well as resolution of any errors
• Serve as the primary contact for employees regarding payroll, benefits and PTO
• Other duties as assigned

Administration

• Open, sorts, codes revenue checks and distributes mail each day
• May assist with answering telephones, receiving deliveries and other clerical tasks as needed
• Coordinate maintenance and alteration of office areas and equipment, as well as arrangement and housekeeping of office facilities
• Coordinate purchase of office supplies, equipment, and furniture
• Point of contact for technicians regarding computer support and phone/voicemail system; troubleshoot issues and coordinate repairs when required
• Oversee special events for staff
• Reserve building conference rooms for staff and board meetings
• Other duties as assigned

REQUIRED QUALIFICATIONS

• First two years college accounting sequence required; four years verifiable accounting experience will be acceptable as equivalent
• Two years bookkeeping experience preferred
• Experience working in fund accounting in a non-profit setting preferred
• Experience as an HR Assistant or relevant human resources/administrative position preferred
• Ability to accurately and efficiently enter data into computer software and systems
• Experience working with MIP Abila software preferred
• Strong knowledge of General Ledger entries and accounting procedures required
• Basic knowledge of labor laws and discretion in dealing with sensitive and confidential information
• Strong communications skills, both written and orally
• Proficient in Microsoft Office Suite or related software.
• 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 as 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
• Prolonged periods sitting at a desk and working on a computer
• Must be able to lift up to 25 pounds on a regular basis
• Interest in gardens, Chinese culture, education, people and working collectively to bring Lan Su’s mission alive

COMPENSATION
The salary range for this full-time position is $45,000 – $47,000 per year depending on experience.

TO APPLY
Please submit a cover letter, resume and three references to jobs@lansugarden.org. In the email subject line, please put “Finance and Administrative Assistant.” Please do not call.

Lan Su Chinese Garden is committed to maintain 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.