



Junction City Local Aid (JCLA) is a community-based organization dedicated to offering essential assistance to individuals residing in the greater Junction City area. Services include access to food, utility assistance, prescription aid, transportation support, and clothing. Additionally, JCLA serves as a referral source for accessing various resources in the community.

JCLA's MISSION: To support families in need by providing access to food and basic needs assistance, fostering a strong and resilient community.

Job Title: Treasurer

Salary Range: Volunteer; no compensation

Location: Junction City, Oregon

Application Review Begins: May 31, 2024; position open until filled

Junction City Local Aid (JCLA) is seeking a skilled Treasurer to oversee our organization's financial matters. The Treasurer will be responsible for managing financial activities, ensuring compliance with regulations, and providing strategic financial guidance.

POSITION RESPONSIBILITIES

- Manage the organization's financial resources efficiently
- Oversee accounts receivable and payable processes
- Utilize accounting software such as QuickBooks and Gusto for financial management
- Maintain accurate records of financial transactions
- Prepare and analyze financial reports
- Monitor cash flow and manage cash balances effectively
- Collaborate with internal teams to develop budgets and financial plans
- Ensure compliance with accounting standards and regulations
- Conduct financial risk assessments and implement strategies to mitigate risks

QUALIFICATIONS

- Proven experience in financial management, public accounting, or related field
- Proficiency in general ledger accounting, debits, credits, and financial report writing
- Strong analytical skills with attention to detail
- Knowledge of cash management principles
- Familiarity with financial software and tools

HOW TO APPLY:

Interested candidates should upload the following documents with your application:

- A resume
- A cover letter highlighting how your knowledge, skills and experience qualify you for the requirements, competencies, and qualifications outlined in the job posting.
- The names of at least three professional references, their e-mail addresses, and telephone numbers

Applications should be sent to jobs@junctioncitylocalaid.org