



Position Description

Job Title: Revenue Accountant

Department: Finance

Reports to: Controller

Hours: 40 hrs per week / Full Time / Non-Exempt

Compensation: \$60,000–\$65,000 Depending on experience

Work Location: Hybrid remote and in our office location in Portland, OR.

Position Summary

The Revenue Accountant supports Project Access NOW's financial operations by ensuring accurate and timely revenue recognition, billing, cash receipts, reconciliations, and related accounting records. This role helps maintain reliable revenue data across grants, contracts, programs, and other funding sources while supporting month-end close, audit preparation, and compliance with internal controls. Attention to detail, confidentiality, and a commitment to ethical financial practices are essential to supporting the organization's mission and stewardship of resources.

Principal Duties & Responsibilities

- **Revenue Accounting:** Record, review, and reconcile revenue transactions accurately and in a timely manner, including revenue from grants, contracts, programs, donations, and other funding sources.
- **Billing and Receivables:** Prepare invoices, reimbursement requests, and supporting documentation. Monitor accounts receivable balances, follow up on outstanding items, and help resolve billing or payment discrepancies.
- **Healthcare/Social Needs Claims Administration:** Maintain the accuracy of claims submitted, enter claims into accounts receivable, track payments, and handle resubmission of rejected claims. Analyze and categorize rejected claims while adhering to KPIs related to the percentage of rejected claims.
- **Cash Receipts and Deposits:** Record cash receipts, electronic payments, deposits, and other incoming funds. Ensure revenue is coded appropriately and supported by complete documentation.
- **Revenue Cycle Management and Close Support:** Manage full revenue cycle including revenue, receivables, deferred revenue, and cash-related reconciliations. Support month-end and year-end close activities by preparing schedules, journal entries, and variance explanations.
- **Grant and Contract Revenue Support:** Apply appropriate coding and documentation practices for grant, contract, and program revenue. Maintain schedules for government contracts and grant reimbursements. Support preparation of grant financial reports and funder reporting requirements.

Coordinate with program managers to ensure accurate funding allocations.

Assist with financial information needed for funder reporting and compliance requirements.



- **Data Accuracy and Systems Maintenance:** Maintain accurate revenue records in accounting systems and supporting files. Review data for completeness, consistency, and alignment with internal policies.
- **Financial Controls and Compliance:** Follow established controls, policies, and procedures related to revenue recognition, billing, cash receipts, record retention, and nonprofit financial reporting.
- **Communication and Collaboration:** Work closely with the Finance team, program teams, Advancement team and external partners to answer questions, gather information, and support accurate and timely revenue processes.
- **Audit and Administrative Support:** Maintain organized electronic records, support audit preparation, and protect the confidentiality of sensitive financial information.
- Other duties as assigned

Qualifications and Skills

- Associate degree in accounting, business, finance, or related field and 2+ years equivalent revenue accounting, bookkeeping, or accounting experience. Preferably in a nonprofit setting.
- Experience with revenue accounting, billing, cash receipts, accounts receivable, reconciliations, or related accounting processes.
- Understanding of revenue recognition principles; grant accounting in a nonprofit environment preferred.
- Proficiency with spreadsheets and accounting software; experience with nonprofit accounting systems preferred.
- Strong attention to detail, accuracy, and follow-through.
- Organizational and time management skills to handle recurring deadlines and multiple priorities.
- Effective communication skills to collaborate with staff, funders, external partners, and Finance team members.
- Ability to maintain confidentiality and exercise sound judgment with sensitive financial information.
- High level of personal integrity and ethics.
- Strong commitment to racial equity, DEI, and social justice, consistent with Project Access NOW's racial equity guiding document.
- Must be a resident of the Portland metro region.



Working Conditions

- Generally required to work from the office two days per week. In-person attendance is required for occasional staff meetings.
- Prolonged periods sitting or standing at a desk
- Frequent use of keyboard, 2 monitors, mouse, telephone and/or headset

About Us

Mission: Project Access NOW partners with community to create equitable access to whole person care and social services and to advocate for systemic change.

Vision: Healthy communities where everyone has the care and services they need to thrive.

Core Values: COLLABORATION with stakeholders, COMMUNITY-centered approach, CREATIVE solutions, INTEGRITY in leadership, and RACIAL EQUITY advancement.

Project Access NOW believes that the staff of an organization should reflect the communities it serves. We also believe our cultural, linguistic, and community identities make our organization stronger, smarter, and more effective. These identities, whether constructed by social, political, or other forces, unite us in working toward a healthy region for everyone. We want to hold ourselves accountable for attracting and retaining a diverse team.

Project Access NOW recognizes the value of a diverse workforce and believes a diverse work environment empowers our community. We strongly encourage all qualified candidates to apply regardless of race, ethnicity, gender, sexual orientation, or religious affiliation.

Project Access NOW offers a generous benefits package:

- 100% employer-paid health insurance plan including: medical, dental, vision, acupuncture, and massage.
- 401k Retirement Plan with immediate access to a 3% employer match.
- 10 paid holidays and 4 paid floating holidays.
- 17 days PTO for sick leave, personal business, vacation – your first year – begins to accrue immediately upon hire.
- 100% employer-paid Life and Disability Insurance and an Employee Assistance Program.
- Health Care and Dependent Care Flex Spending Account.
- Employment with PANOW qualifies under the Public Service Loan Forgiveness program.
- Infant at Work program for PANOW employees who are new parents or legal guardians to bring their infant, up to 6 months old.
- Jury Duty, Bereavement, OFLA and more paid leave programs.
- 2-week sabbatical after 6 years of employment.

How to Apply

Please complete the employment application and submit it, along with your resume and cover letter by email to jobs@projectaccessnow.org

