



Job Description – Administrative Clerk (Confidential)

Job Title:	Administrative Clerk	Department:	Administration
Reports To:	CHIEF OF PEOPLE & STRATEGY	Salary Range:	BASED ON EXPERIENCE: \$27.00 – 31.00 / HOUR
FLSA:	NON-EXEMPT	Revision Date:	08/06/2025

ABOUT PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission “to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents”. With over 800 units of affordable housing, PCRI’s unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI’s goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long-term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes in the next 10 years, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

POSITION Summary:

The Administrative Clerk is responsible for comprehensive day-to-day administrative support services to the Accounting and Human Resources departments, in addition to the greater Senior Leadership Team, anticipating needs and responding to inquiries. Work requires independent judgment, confidentiality, and initiative on time-sensitive assignments. May perform special projects such as researching information and compiling reports. The Administrative Clerk must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people. In addition, the individual in this position will be responsible for managing multiple tasks simultaneously as well as providing support on various project types such as assisting with organizing work requests, responding to phone calls, answering questions from clients and communicating information effectively through email.

ESSENTIAL FUNCTIONS:

- Partners directly with external Accounting partners, like auditors and Accounting firms, to ensure the operations within the Accounting department are functioning and timely.
- Maintains the utmost discretion and confidentiality.

- Maintaining comprehensive and accurate records.
- Collaborate with senior leadership team devise and implement strategic administrative improvement.
- Organizes meetings, including scheduling, sending reminders, organizing catering when necessary and taking meeting minutes.
- Support Human Resources by organizing and maintaining employee files as directed.
- Prepare and proofread documents and timelines.
- Effectively solve problems in a highly and detail-oriented manner.
- Oversee registration and scheduling for workshops and/or other events to include sending invites, confirm registrations and follow up emails after workshop completion.
- Set up as appropriate for workshops to include preparing class handouts and appropriate supplies for attendees and presenter.
- Participates in customer event coordination.
- Receiving and recording vouchers, cash and checks.
- Producing a variety of financial reports, including income statements and balance sheets.
- Assisting with tax payments and filing.
- Supports accounting operations by filing documents, reconciling statements, and running software programs.
- Maintains accounting records by making copies, scans, and filing documents.
- Maintains accounting databases by entering data into the computer and processing backups.
- Verifies financial reports by running performance analysis software program.
- Determines value of depreciable assets by running depreciation software program.
- Accomplishes accounting and organization mission by completing related results as needed.
- Collect, sort, and post invoices to be processed for payment within the organization's bill payment system.
- Conduct research in invoices and bills as requested and/or required.
- Prepare and process bank deposits as needed.
- Maintain accurate records of all vendor procurement transactions and contracts.
- Prepare reports on vendor procurement activities, spending, and vendor performance.
- Monitor vendor performance and ensure compliance with contract terms.
- Review invoices and payments for accuracy.
- Assist in preparation of funding applications, reporting, and draw applications.
- Enhances personal growth and professional development by participating in workshops, in-service meetings, current literature, and educational programs.
- Provide back up support to front desk and Human Resources staff as needed.
- Additional duties as assigned by the supervisor and/or Executive Director.

JOB SCOPE:

The Administrative Clerk reports to the Chief of People & Strategy. This full-time position at 40 hrs. per week; current hours are 8:30-5:00 Monday – Friday. Occasional evening or weekend hours required. The Administrative Clerk will conduct various Accounting and Administrative functions to support the needs of the organization. This position also works to enhance the sense of community and pride at the organization.

EDUCATION AND/OR EXPERIENCE:

In order of preference – Bachelor’s degree (preferred); Associates degree; High School Diploma or GED is required, a minimum of three (3) years of experience in Office Administration in non-profit or for-profit corporation. Administrative experience is essential. Experience in affordable housing or property management is a plus.

PREFERRED QUALIFICATIONS:

- Maintains a high level of confidentiality.
- Knowledge of modern office practices, procedures and equipment.
- Has the ability to coordinate diverse administrative functions.
- Has the ability to establish and maintain effective working relationships and plan and organize the work.
- Has the ability to greet and assist all visitors and residents respectfully and professionally.
- Is skillful at anticipating problems, creating contingency plans, managing multiple priorities, problem solving and organizing logistics.
- Positively works in a team environment and can juggle multiple priorities independently and proactively.
- Performs and prioritizes multiple tasks seamlessly with excellent attention to detail.
- Has a professional demeanor.
- Has superior verbal, written, analytical and interpersonal communication skills.
- Has the ability to build relationships with staff and external partners.
- Is a highly resourceful team-player, who can also be extremely effective independently.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Has the ability to gather and compile data and compose business letters and correspondence.
- Respects and values cultural differences.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required for this role at this time.

WORKING CONDITIONS:

This job operates in an office setting. This role routinely uses standard office equipment. Office hours are Monday through Friday 8:00am-4:30pm.

COMPENSATION / BENEFITS:

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days. In addition to paid vacation, PCRI’s annual benefits package includes 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 11 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employee’s annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

You may have a review at 30, 60, & 90 days but these reviews do not have compensation increases attached to them.

WORK ENVIRONMENT / COMPANY VALUES:

This is not a remote position and is an in the office setting. PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement. PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

Finance / Accounting office is located on 3rd floor of office building with no elevator.

Undergoing and passing a pre-employment criminal background and drug test may be required.

PCRI employees work on site and do not have any remote capabilities. This is an onsite role without an option to be hybrid or remote.

PHYSICAL REQUIREMENTS:

- Must be able to regularly walk up and down stairs up to 8 hours per day.
- Must have the ability to stoop, twist, reach, and pull.
- Must be able to sit and/or stand for up to 8 hours a day.
- The worker is required to have close visual acuity to perform an activity such as viewing a computer terminal and extensive reading.

REASONABLE ACCOMMODATIONS:

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Interested candidates should submit a resume and a cover letter addressing qualifications for the position via an online application system, by mail to the attention of Human Resources, PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at jobs@pcrihome.org, or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.