

Position Title:	Staff Accountant	Department:	Accounting	
Reports to:	Controller	Classification	Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Date:	August 2020	Supervises:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

At Volunteers of America Western Washington, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting an inclusive environment where all people feel accepted and valued.

WE OFFER:

COMPETITIVE SALARY
UP TO 200 PAID TIME OFF HOURS PER YEAR
MEDICAL & DENTAL
403(B) RETIREMENT
FLEX SPENDING ACCOUNT and more....

Reporting to the Controller, the Staff Accountant is responsible for a variety of accounting functions. The Staff Accountant will work closely with the Controller, Program Directors and Managers to provide financial support to operations.

Primary Responsibilities & Tasks

- Assist with month-end close process and schedule deadlines
- Prepare and post adjusting journal entries
- Record fixed assets and maintain depreciation schedules
- Reconcile and maintain balance sheet accounts
- Monthly bank reconciliations
- Prepare and file state and local tax returns as needed
- Assist with the annual budget process
- Will process or be the back-up for bi-monthly payroll and respond to employee inquiries
- Assist Controller and CFO with the annual audit
- Communicate financial information to all levels of management throughout the organization
- Maintain thorough and accurate files and documentation in accordance with company policy and GAAP

Other Responsibilities & Tasks

- Provide back-up to Accounts Payable, Accounts Receivable and Revenue Invoicing staff, as needed
- Support the agency's mission through assisting or leading special projects

Qualifications

- The Staff Accountant position requires a BA in Accounting or equivalent experience
- Knowledge of accounting principles and GAAP required
- Ability to read and understand contracts and compliance guidelines
- Strong communication skills and ability to work well with all levels of management
- Nonprofit accounting experience preferred, but not required

- Must be an advanced Microsoft Excel and be able to demonstrate that knowledge
- Experience and familiarity with Microsoft Office products.
- Payroll processing experience preferred but not required
- Experience working with governmental contracts preferred, but not required

Other Knowledge, Skills and Abilities

- Effective organizational and interpersonal skills including written and verbal communication.
- Ability to identify and resolve problems in a timely manner; gathers and analyzes information skillfully.
- Demonstrates a focus on quality by being accurate and thorough; looks for ways to improve processes and deliverables.
- Accepts responsibility for one's own actions and follows through on commitments.
- Takes initiative and independent action; asks questions wisely and as necessary.
- Committed to the agency's mission and objectives.
- Has a curious nature, likes learning and encourages learning in others.
- Must be able to maintain and keep confidential information secure.

If you wish to apply for this position, please email your cover letter and resume to:
recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.