

Job Title	Accounting Assistant
FLSA Classification	Non-Exempt
Salary Grade/Level/Family/Range	
Reports to	Controller/ Accounting Manager
Location	Seattle, WA Office
Date	Created August 2023
Prepared by	ADEPT Human Resources

Job Description

Summary/objective

The Accounting Assistant is responsible for maintaining payroll and accounting duties for the organization. This includes entering vendor and expense invoices, preparing bank statements, processing timesheets, and preparing tax returns.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Organization Support

- Prepare and process payroll bi-weekly.
- Manage payroll software to ensure information is up to date.
- Produce payroll and financial reports and statements as necessary.
- Complete cross training with Accounting Assistant for organization back-up purposes.
- Review invoices and expense reports.
- Monitor cash flow and funds requested.
- Complete month-end closing including bank reconciliations and multi-state payroll tax reporting.
- Complete timely general ledger adjustments and financial audits annually as necessary.

Competencies

- Critical thinking and writing skills.
- Well-organized, skilled in time management and ability to prioritize tasks.
- Excellent communication and interpersonal skills.
- Attention to detail and problem-solving ability.

Supervisory responsibilities

No supervisory responsibilities.

Required education and experience

- College degree from an accredited, four-year program, or equivalent combination of education and experience.

- Minimum 5 years' experience working in accounting and bookkeeping.
- Excellent computer skills, including Microsoft Office Suite (Word, Outlook, PowerPoint), expert knowledge of Excel and QuickBooks.
- Exceptional communication skills both verbally and in writing.
- Excellent organizational skills and detail orientation.
- Proven ability to maintain a realistic balance among multiple priorities.
- Able to maintain confidentiality.

Preferred education and experience

- Working knowledge of unions.
- Familiar with database operations and reporting.
- Thorough knowledge and understanding of GAAP.
- Ability to exercise good judgment in a variety of situations.
- Administrative and organizational skills.
- Strong documentation skills.

Work environment

The physical location will be an onsite standard office setting at the Northwest Trusts office as determined by the employer. The work duties and environment described above are considered professional and appropriate business casual attire is required.

Position Type and Expected Hours of Work

Full-time. Minimum of 37.5 hours of work per week, typically Monday through Friday. Core hours are 9:00 am to 3:00 pm. to interact with all departments within the organization in person, onsite. Additional hours may be required to complete all aspects of the position.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting at desk and working on a computer.
- Must be able to occasionally lift 30 pounds at a time.
- Must be able to interact and communicate effectively with employees, management, vendors and customers/clients.
- Must be able to use office equipment including telephones, computers, fax and copier machines.
- Requests for reasonable accommodations are considered, as required by law.
- Regular and reliable attendance, and ability to work flexible days and hours.

Other Requirements

Becoming and maintaining membership in good standing with OPEIU local 8 within 31 days from date of hire is required.

Travel Required

Business travel may be assigned 10% or less per year.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Manager _____ Date _____

HR _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____