

eliminating racism empowering women

ywca

pierce county

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Job Title: Junior Accountant/Bookkeeper

Reports To: Director of Finance or CEO

FLSA Status: Regular, Non-exempt, Full-time

Department: Administrative

Wage: \$28 - \$30 per hour

SUMMARY

The Jr. Accountant/Bookkeeper is responsible for assisting the Finance Director with general ledger activity, payroll, and accounts payable. Some other duties of this position include journal entries; general ledger accounts and reconciliation; month end closings; and schedules for audits and grant billing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides primary accounting function for all grant monitoring administration, compliance, grant accounting, and financial reports of awarded grants through their closing.
- Assist in monthly bank reconciliations
- Answer routine inquiries from managers and other authorized personnel regarding their account activity and/or balance
- Assist in the preparation of audit work papers during year-end financial reporting
- Ensures accurate payment of payables.
- Verifies invoices, proper authorizations to pay and account coding.
- Prioritizes payables and runs check vouchers.
- Maintains files (vendor contracts, reports, etc.) related to accounts payable.
- Prepares and mails or efiles the monthly billing for grants and contracts.
- Maintains grant files and ensures proper filing of grant/contract papers in central files.
- Assists Department Directors in monitoring and tracking grant expenditures and program budgets by fund source and provides information to Directors to help them insure that grants are expended to the amount allowable and that expenditures are made in compliance with applicable contracts and agreements.
- Prepares vouchers, invoices, checks, account statements, reports, and other records and reviews for accuracy.
- Generates payroll checks, posts to G/L and verifies distribution to grant sources.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Inputs cash receipt reports and journal entries to the G/L

- Maintains and reviews each program grant and appropriation accounts, to verify accuracy with coding, classifying and posting.

This is a general description of the responsibilities of the position; other duties may be assigned.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in MIP accounting software with high proficiency in Excel and Microsoft Office applications
- Shows respect and sensitivity for cultural differences; promotes a harassment-free environment
- Strong attention to detail
- Excellent verbal and written communication skills
- Ability to manage multiple tasks with tight deadlines
- Commitment to YWCA vision, mission and values
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence and to speak effectively before groups of clients, vendors, grantors, the board, or employees of organization
- Ability to perform mathematical computations and compute ratios and percentages
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to organize and prioritize tasks

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) from college or technical school in accounting or bookkeeping with a minimum of 2 years experience in Accounting ; or three to five years related experience and/or training; or equivalent combination of education and experience. Nonprofit and medical billing experience is a plus.

OTHER QUALIFICATIONS

- Acceptable Washington State Patrol Criminal History Record
- Must have the ability to transport self in and around Pierce County, if that includes driving your own vehicle then must possess current and valid Washington State Driver's license as well as insurance per Washington State Law

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift

and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.