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| **Job Title:** Accountant | **FLSA Status:** Exempt**,** Full time |
| **Department:** Finance & Administration | **Prepared Date:** May 2022 |
| **Reports To:** Director of Finance | **Hiring Range:** $55,000 - $60,000 |

## HSDC Hiring Commitment

HSDC is committed to a policy of equal employment opportunity; treats all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identity, age, national origin, citizenship, veteran or marital status, sensory, physical or mental disability and all other groups protected by law; and promotes diversity in its workforce.

## HSDC seeks to recruit, hire, promote, and retain a diverse workforce. Diversity in our staff is vital to high quality services and client/community connection. We prioritize the hiring of applicants from historically marginalized communities. We are committed to eliminating barriers to access and equity; cultivating a diverse workforce is an essential step toward this

## Job Summary

HSDC is seeking a mid-level accountant to support our non-profit. They will work as part of a small finance team to assist with all accounting functions, from accounts payable to accounts receivable, GL account reconciliations, monthly closes processes, and financial reporting.

## Essential Duties and Responsibilities:

ACCOUNTS PAYABLE

* Book all incoming invoices to appropriate expense or inventory accounts
* Process weekly payments to vendors and 1099 contractors within terms
* Assist in month end close.
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
* Generate reporting for leadership regarding budget and expense tracking.
* Prepare and book deposits of incoming funds.
* Maintain and update procedural manuals as needed.
* Organizes and maintains retention files for required period of time.
* Manage relationship with billing staff in other departments to get timely data for financial reporting
* Reconcile monthly credit card statements.
* Assist with other projects as needed.

PAYROLL

* Responsible for the preparation and processing of biweekly payroll for organization.
* Responsible for the coordination efforts between payroll, human resources, budget and other departments to ensure proper flow and maintenance of employee data (including preparation/distribution of detailed reports, e.g. overtime, leave balances.
* Serves as administrator for company ADP profile.
* Ensure that employee changes are entered correctly and made on a timely basis.
* Review changes for proper authorization and adherence to APA policy including compliance with federal/state/local regulations
* Ensure accuracy of payroll records by maintaining database with updates in status changes, tax withholdings, benefits deductions, time off accruals, etc.
* Prepare monthly payroll Journal Entries for Payroll and employee reimbursements

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

* 5-7 years of related work experience, or equivalent combination of education and experience
* Non-profit accounting experience preferred.
* AP experience. ADP and Quickbooks literacy preferred
* Excellent skills using Microsoft Office Suite
* Skills using and understanding the flow of transactions in an integrated and automated payroll accounting system
* Ability to maintain confidentiality and exercise extreme discretion
* Excellent problem solving /judgment skills and high level of attention to detail and accuracy
* Strong organizational skills, and the ability to work under pressure
* Ability to handle and prioritize multiple tasks and meet all deadlines
* Strong verbal and written communication skills
* Ability to work independently, multi-task, prioritize, and take charge of new initiatives
* You are passionate about HSDC’s mission to foster inclusive and accessible communities through communication, advocacy, and education
* American Sign Language (ASL) skills or willingness to learn

## Essential Physical Skills

This position requires the ability to read and use English clearly in both written and verbal forms, use a voice telephone, operate common office equipment, operate adding machine (10-key by touch), use computer keyboard at moderate pace

## Environmental Conditions

Generally, in an open office environment with occasional visits to external environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. **This is position may be remote in the state of Washington.**

## To Apply

Please send resume; cover letter that specifically addresses how you are suited to undertake the main tasks of this position and possess the qualifications outlined above; and three professional references to humanresources@hsdc.org.