

**Title:** Staff Accountant

**FLSA Status** Non-Exempt

**Hours:** 40 Hours per Week

**Reports to:** Finance Manager

**Compensation:** \$58,300.00-58,400.00 per year with potential Annual COLA increases

**Date:** July 25, 2024

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### **To Apply**

- Please submit cover letter and resume via email to [jobs@gaycity.org](mailto:jobs@gaycity.org)
- Please use "Staff Accountant - Your name" in the subject line

### **Our Vision**

Seattle's LGBTQ+ Center is the definitive hub for LGBTQ+ individuals seeking affirming and responsive resources, wellness, and community.

### **Our Mission**

Seattle's LGBTQ+ Center cultivates access and connections to promote self-determination, liberation and joy in our communities.

### **Position Summary**

We are looking for a self-starter who can handle multiple programs and government grant deliverables. The position reports to and collaborates with the Finance Manager to support the operations of the Center. The main duty of this position is handling daily accounting transactions including Accounts Payable and Accounts Receivable. The Staff Accountant will also contribute to monthly reporting and reconciling, analytics for business decision making, the annual audit, and operational tasks.

### **Duties and Responsibilities**

Financial Reporting and FP&A - 30%

- Provide input and support to Finance Manager regarding monthly reporting, budgeting, financial reports, etc
- Prepares detailed reports to assist program managers with monthly reporting along with detailed budget analysis of minor program budgets
- Makes and records bank deposits of cash, checks, providing copies for Director of Development

- In collaboration with Finance Manager, provide onsite support for external local, state, and federal audits
- Manages custody of petty cash according to implemented procedures

Vendor/Funder Relations - 20%

- Ensures vendor compliance with various regulatory agencies such as System for Award Management (SAM)
- Manages W9 procurement from vendors
- Monitors A/P and A/R Aging reports and provide vendor follow ups as needs

Financial Clerical Tasks - 50%

- Reconcile Monthly Credit Card and Bank Statements
- Manage and review all incoming correspondence in email
- Post all transactions and deposits into the Accounting system (Accounts Payable and Accounts Receivable).
- Record monthly Accrual transactions

**Qualifications (required)**

- 1-3 Years of Educational or Work experience in nonprofit accounting.
- Ability to reconcile complicated books and set up proper accounting processes.
- Ability to effectively and proactively communicate with management team in all situations.
- Must be proficient in QuickBooks Pro and Excel. Must have experience with all modules of QuickBooks, i.e. Payroll, Accounts Receivable, Accounts Payable, etc..

**Qualifications (preferred)**

- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Commitment to excellence and high standards.
- Strong interpersonal skills.
- Excellent written and oral communication skills.
- Strong organizational, problem-solving, and analytical skills.
- Acute attention to detail.
- Ability to manage priorities and workflow.

**Benefits**

- Full healthcare, dental, and optical coverage offered.
- Vacation, paid holidays, sick leave, and safe leave after 90-day introductory period.
- Seattle's LGBTQ+ Center recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan with a 3% employer contribution.
- Free ORCA Pass.