

JOB ANNOUNCEMENT

(Please see end of document for application information)

POSITION: Administration Accounting Associate (Accounting Associate I)
DEPARTMENT: Administration / Fiscal
REPORTS TO: Program Coordinator II
SALARY GRADE: 4 (\$14.43 to \$18.04 per hour*)
 *Candidate offers consider experience, qualifications and internal equity
FLSA STAUS: Non-Exempt
SCHEDULE: FT (40 hrs/wk; Monday through Friday)
LOCATION: Cornwall Ave.
BENEFITS: The Opportunity Council provides a strong benefits package that includes three weeks paid vacation annually, health leave, and holidays (including personal holiday(s)). Retirement plan includes employer contribution equaling 5% of pay. Paid health insurance for employees plus voluntary flexible spending account, dental, vision, life/ADD and long-term disability insurance, along with a culture that supports staff and their families.

JOB SUMMARY:

Provides general accounting and clerical duties for the Fiscal Department along with performing payroll, accounts payable, and accounts receivable duties during staff absences.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Performs data entry into accounting system of documents not submitted electronically, such as the entry of rental assistance requests into electronic purchase order system.
2. Receives electronic rental assistance requests from program staff and generates electronic encumbrance of full assistance request, and generates subsequent monthly payments ensuring accurate and timely assistance payments to landlords.
3. Prepares daily cash receipts for deposit to bank.
4. Reconciles organization bank accounts and petty cash accounts.
5. Acts as contact person for service and maintenance of office equipment, along with maintenance of the postage machine, for 1111 Cornwall office location.
6. Responsible for collecting information from the postage machine, copying machines, and agency vehicle logs at month end to assist in preparing month end journal entries and assists with month-end allocation entries for pooled accounts.
7. Performs first review of payroll data entry for accuracy and completeness.
8. Collects and logs daily cash receipts and distributes check copies and other remittance information to various departments, including researching and resolving discrepancies.
9. Assists in Accounts Payable to include check printing and preparation for mailing.
10. Establishes strong working relationship with service center staff and outside providers and vendors, specifically, with respect to rental assistance payments.
11. Ensures fiscal records and documents are filed properly and maintained in a confidential environment.
12. Acts as primary backup to Accounts Payable and Payroll/Accounts Receivable.

Accounts Payable Duties

1. Receives and verifies all information submitted electronically and via paper for accuracy and prior payment history on invoices and statements received from our vendors. Performs electronic review, maintenance of, and transfer of data from electronic purchase order system to accounting software.
2. Prepares check run, ensuring that all payments are processed in a timely manner to meet required deadlines.
3. Provides pick-up and delivery of mail and finance related items.

Payroll Duties:

1. Receives and audits incoming time sheets for accuracy (including proper application of time off benefits), then enters payroll data into a computerized payroll system.
2. Processes and reviews trial and final payroll to ensure accuracy in all stages of the payroll process; including the creation of payment advices, ACH file and management reports.
3. Reviews and reconciles payroll related liabilities including research and corrective action.
4. Researches and resolves questions and concerns from management and staff regarding payroll or Accounting questions.

OTHER RESPONSIBILITIES:

1. Performs related duties as assigned.
2. Attends staff meetings and training seminars as required.

EDUCATION/EXPERIENCE REQUIREMENTS:

1. High school or equivalent.
2. Two years related postsecondary education preferred.
3. One year of related experience at a minimum.

SPECIAL REQUIREMENTS:

1. Valid Washington State Driver's License at time of hire.
2. A three-year driving abstract must be submitted prior to hire date.

SKILLS AND ABILITIES REQUIRED:

1. Ability to establish effective working relationships both internally and externally, interacting with other agency staff members.
2. Ability to follow generally accepted accounting practices in the management of the accounts payable function.
3. Ability to perform routine calculations with accuracy, paying attention to detail.
4. Ability to perform accurate data entry.
5. Ability to manage time effectively, establish priorities and meet deadlines.
6. Ability to maintain confidential material appropriately.
7. Communication skills.
8. Ability to think creatively when approaching new projects and/or problem solving.
9. Organizational skills.

WORKING CONDITIONS:

Work is generally performed in a fast-paced office environment with frequent interruptions and occasional crisis situations. Majority of work centers on technically complex office systems and procedures, including bookkeeping, data entry, database management and related paperwork and organizational skills.

JOB PURPOSE:

Processes transactions in support of agency financial operations.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Processes transactions
- Prepares reports
- Researches discrepancies
- Provides customer service
- Reviews information for accuracy

OTHER RESPONSIBILITIES:

- Reconciles financial information
- Other related duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Minimum high school or equivalent
- Two years related postsecondary education preferred
- Minimum one year of relevant experience

SKILLS AND ABILITIES REQUIRED:

Competencies:

- Team Player: Shares resources, responds to requests from other parts of the organization, and supports larger legitimate organization agendas as more important than local or personal goals.
- Critical Thinking: Takes initiative, anticipates next steps, and problem solves issues to keep the work moving forward.
- Integrity: Thinks and acts ethically and honestly, applying ethical standards of behavior to daily work activities
- Customer Orientation: Views the organization through the eyes of the customer and goes out of his/her way to anticipate and meet customer needs.
- Cultural Competency: Respects and interacts effectively with people of diverse cultures and socio-economic background; has an awareness of his/her own cultural worldview and its impact on perspective.
- Organization Knowledge: understands the workings of the organization, the formal and informal policies and structures that govern operations, and knows the essential technologies at the heart of the business.
- Organizing and Planning: has strong organizing and planning skills that allow them to be highly productive and efficient; manages time wisely, and effectively prioritizes multiple competing tasks.
- Functional/Technical Expertise: is knowledgeable and skilled in payroll, A/P or A/R, adding organizational value through unique expertise in a functional specialty area; remains current in area of expertise and serves as a resource for the organization

Skills:

- Uses arithmetic to complete work
- Exchanges information and data
- Follows verbal or written instructions
- Occasionally explains technical information in understandable terms
- Carries out detailed, uncomplicated instructions

Equipment:

- Personal computer/laptop/printer
- Copier/scanner
- Software programs
- 10 key
- Telephone

PHYSICAL and SENSORY QUALIFICATIONS:

R = rarely O = occasionally

F = frequently

Physical Activity	R	O	F
Sitting			
Stationary standing			
Walking			
Crouching (bend at knee)			
Climbing			
Driving a car			
Repetitive motions (keyboard/data entry)			
Sensory Activities	R	O	F
Talking (in person/on			

phone)			
Hearing (in person/on phone)		I	
Vision for close work			I

TO APPLY:

Application and application instructions may be found at: www.oppco.org

Paper copies of the applications may be picked up at:

Opportunity Council
1419 Cornwall Ave.
Bellingham, WA 98225

Applications must be received no later than **4:00 pm, Wednesday, April 24, 2019.**

A private nonprofit Community Action Agency working as a catalyst for positive change in our communities and the lives of low-income and disadvantaged people - serving Whatcom, Island, San Juan, Skagit, and Snohomish counties. EOE