



workforce  
SOUTHWEST WASHINGTON

## Accounting Specialist Job Posting

[Workforce Southwest Washington](#) (WSW) values diversity, equity, and inclusion. WSW provides an inclusive workplace where difference is valued, celebrated, and engaged. By doing so, we thrive as a company through diversity and the unique qualities and life experiences our employees bring to the workplace. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team. WSW offers a generous paid time off package with up to 280 hours available annually, paid professional development opportunities, flexibility of work hours within Monday-Friday, Regence medical and vision coverage with premium paid at 90% for employees and dependents, Principal dental coverage, and up to 3% IRA match to name a few. All staff hired at WSW are brought into an environment that supports and encourages self-reflection, learning, and growth to continually develop each employee's understanding of themselves and others. WSW encourages employees to embrace, continually support, and enhance social equity within our organization and in our community.

### **COMPENSATION**

This is a full-time, non-exempt, hourly position. The hourly range for this position is \$23.79 - \$27.30 per hour. WSW reviews the salary schedule bi-annually based on the Nonprofit Organization Salary Report and economic conditions.

### **POSITION OVERVIEW**

The Workforce Southwest Washington (WSW) Accounting Specialist is responsible for assisting with the day-to-day financial operations. This newly created entry-level position will assist the CFO and other members of the accounting team with overall accounting support to include work in the areas of Accounts Receivable, Accounts Payable, Payroll, General Ledger, Reporting, and Budgeting. This is a full-time position with a strong possibility of long-term career growth. Success for the Accounting Specialist is measured by demonstrating the ability to work on multiple tasks throughout the day and complete tasks accurately within defined timeframes, strong analytical skills to locate and correct errors, identify discrepancies in ledgers and accounts then track them to the source and correct them. This position requires strong mathematical skills with the ability to use, interpret and communicate mathematical information, an understanding of how the proper classification of revenue and expense transactions using double entry accounting methods results in accurate financial records, the ability to maintain a very high level of thoroughness, accuracy, and confidentiality, data entry skills, and proficiency in basic Excel including formulas and links. The Accounting Specialist will report to the Chief Financial Officer.

## **ESSENTIAL FUNCTIONS**

1. Assisting with daily, monthly, weekly, and yearly accounting activities and projects.
2. Cross train with other fiscal positions to serve as backup for Accounts Payable and Payroll functions.
3. Collaborate with CFO and other team members to successfully execute various accounting tasks.
4. Assist with documenting and updating fiscal procedures.
5. Assist with filing, organizing, and internal audit of source documents.
6. Analyze and understand grant terms and conditions, accounting system records, and excel budget documentation in order to develop accurate detailed grant billing invoices, grant closeouts, and budget versus actual reports for Federal, State, and Private Grants.
7. Create ad hoc reports for management and team members.
8. Develop periodic journal entries as needed.
9. Verify payments and deposits made through the company account, update received funding records in excel, and determine proper coding of receipts for data entry.
10. Coordinate and manage proper recording of cash receipt, accounts receivable transactions. and billing details of external service providers, contractors and vendors.
11. Analyze and understand subcontract terms and conditions including financial obligations and update internal records for comparison against budgets.
12. Communicate and collaborate with outside agencies and partners for the purpose of developing budgets, recording actual costs, and gathering allocation basis data to perform cost allocations and reconciliations of budget vs actual costs for the local Infrastructure Funding Agreement (IFA).
13. Monitor and update cost distribution codes for use in expense coding applications.
14. Assist in tracking accounts payable invoice receipt, balance, and date due, and ensure timely vendor payments through on-line vendor portals.
15. Perform monthly and quarterly balance sheet account reconciliations.
16. Update received invoice log with payment data after cash is disbursed to vendors and subcontractors.
17. Assist with the review of employee expense documentation for compliance with WSW policies and procedures.
18. Assist with the review of credit card purchase documentation for compliance with policies and procedures.
19. Work with CFO and other staff on the preparation of various annual budget development documents and reports.
20. Other duties as assigned.

### **TRANSFERABLE SKILLS**

- Demonstrated effective oral and written communication skills.
- Ability to work collaboratively with colleagues and partners from diverse backgrounds and experiences.
- Highly motivated and actively contributes in an inclusive, collaborative environment that engages and challenges all WSW team members in meeting organizational and professional goals.
- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.
- Be a leader in change management strategy to effect change, control change, and help people adapt to change.

### **EDUCATION/CREDENTIAL/TRAINING REQUIREMENT**

- At least one year of experience in an accounting role.
- Preference will be given to candidates with some amount of post-secondary or technical education in the accounting field and/or experience working with federal grants.
- Knowledge with or ability to learn software and hardware such as Microsoft Office Suite, Cloud-based Accounting Software, Standard PC and Windows-based applications, and cell phone.

### **WORK ENVIRONMENT**

Work is performed at the WSW office in Vancouver, Washington and as needed at various sites throughout the three-county region of Southwest Washington. WSW full-time staff are working a hybrid model with 2 days a week in the office and the other 3 from home. WSW is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday; our work from time-to-time may be conducted outside of normal business hours. Employees should coordinate with their manager to determine their work schedule and required availability. To support a collaborative hybrid work environment, the hours of 9:00 a.m. to 4:00 p.m. is when most internal WSW meetings will occur. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Workforce Southwest Washington is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711. WSW takes affirmative action to ensure individuals from marginalized groups, individuals identifying as female, veterans with disabilities, recently separated veterans, Armed Forces service medal veterans, other protected veterans, individuals identifying as part of LGBTQ+ community, second chance individuals, neurodiverse individuals, and individuals with disabilities are introduced into the WSW workforce and are considered for promotional opportunities. As part of WSW's affirmative action policy, we also prohibit employees and applicants from being subjected to harassment, intimidation, threats, coercion, retaliation, or discrimination.

## **APPLICATION INSTRUCTIONS**

Send inquiries and all application requirements identified on the below checklist, to ATTN: Amy Gimlin at [info@workforcesw.org](mailto:info@workforcesw.org). No phone calls or drop-in visits, please.

### **Accounting Specialist Application Checklist**

Please address the following in your application submission to Workforce Southwest Washington. All elements must be included to be considered for the position.

Please provide the following and include your name, phone number, and email address on both.

1. **Resume** with a minimum of 1 year of work history and education, if applicable.
2. **Cover letter** stating how you meet the qualifications for the position and can perform the essential functions. Furthermore, describe how you will contribute to WSW's commitment to diversity, equity, and inclusion.