



workforce
SOUTHWEST WASHINGTON

Staff Accountant Job Description

[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 for full-time employees, 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, risk-taking, and growth to continually develop each employee's understanding of themselves and others.

COMPENSATION

This is a part-time hourly position. The employee may expect to work 20 hours per week. The starting hourly range for this position is \$24.30 - \$27.10. WSW reviews the salary schedule annually based on the Nonprofit Organization Salary Report and economic conditions.

POSITION OVERVIEW

The Workforce Southwest Washington (WSW) Staff Accountant 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 part-time position expected to grow into full-time with a strong possibility of long-term career growth. The Staff Accountant will handle a variety of accounting and related system reports while reviewing for accuracy and completeness to include auditing master records and transactional data. The Staff Accountant will analyze and interpret financial information, perform account analysis to make sure that entries and balances are correct and provide assurance that information complies with professional and regulatory standards. Lastly, like all members of our team, the Staff Accountant will embody continuous improvement and has an instinct for identifying ways to improve all aspects of our work and making that happen directly and through the teamwork of others. The Staff Accountant will report to the Chief Financial Officer.

ESSENTIAL FUNCTIONS

1. Produce financial reports for internal and external users.
2. Support monthly and quarterly review of ledger reconciliations to ensure accuracy and quality is maintained.

3. Assist with subrecipient monitoring in accordance with grant requirements and regulations.
4. Work with CFO and other staff on the preparation of various budget development documents and reports.
5. Assist with the creation and updating of agency accounting policies and procedures documents.
6. Assist with the research of various accounting issues; resolve accounting/reporting issues to ensure proper accounting standards and best practices are applied.
7. Maintain a high level of accuracy, confidentiality, and pay close attention to detail.
8. Ability to excel in a deadline-oriented environment and demonstrate a high level of competence in organizing and prioritizing multiple work assignments.
9. Recognize and understand how computerized accounting systems aid in compiling, maintaining, and reporting accounting information.
10. Self-motivated, with a strong desire for continuous learning and the ability to drive process improvement.
11. Assist in communicating with management, outside agencies, and other WSW departments regarding accounting treatments and justifications.
12. Perform various accounting functions as assigned to support the team in accordance with internal controls, procedures, and policies of the accounting department.
13. Other duties as assigned.

TRANSFERABLE SKILLS

- Experienced in Microsoft Excel.
- 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 fellow WSW team members in meeting organizational and professional goals.
- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.
- Demonstrate knowledge of Generally Accepted Accounting Principles. Experience with accounting for federal grants preferred.

EDUCATION/CREDENTIAL/TRAINING REQUIREMENT

- Bachelor's degree in accounting or equivalent combination of education and experience.
- Minimum 1 year of experience in an accounting position with a not-for-profit organization.
- Knowledge with or ability to learn software and hardware such as Microsoft Office Suite, 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 employees work a hybrid model with 2 days a week in the office the other 3 remote. Part-time employees are required to be in the office 1 day a week (Tuesdays) and the rest may be remote. 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 underrepresented individuals, individuals identifying as female, veterans with disabilities, recently separated veterans, Armed Forces service medal veterans, other protected veterans and individuals with disabilities are introduced into WSW workforce and considered for promotional opportunities. As part of WSW's affirmative action policy, we also prohibit employees and applicants from being retaliated against by being subjected to harassment, intimidation, threats, coercion, or discrimination.

APPLICATION INSTRUCTIONS

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

Staff Accountant 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 work history.
2. **Cover letter** stating how you meet the qualifications for the position and can perform the essential functions. State how you will contribute to WSW's commitment to diversity, equity, and inclusion.