



**Staff Accountant II: Accounts Payable**  
Job Description

Workforce Southwest Washington (WSW) considers diversity, equity, and inclusion to be among our core values. We are committed to providing and promoting a diverse and inclusive environment for all, giving each person the opportunity to succeed professionally. By doing so, we thrive as a company through diversity and the unique qualities and life experiences our employees bring to the workplace. WSW considers equal opportunity and non-discrimination to be fundamental to the mission and objectives of the organization. All staff hired at WSW are encouraged to embrace, continually support, and enhance social equity within our organization and in our community.

#### **Position Overview**

The Staff Accountant II is responsible for managing day-to-day financial operations using Abila MIP Fund Accounting software for Payroll, Accounts Payable and Cash Disbursements, handling accounting and related system reports while reviewing for accuracy and completeness to include auditing master records and transactional data. The Staff Accountant II will critically 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 II 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 II will report to the Chief Financial Officer.

#### **Essential Functions**

1. Monitors cash flow to ensure adequate and appropriate grant funding is available to fund expenditures.
2. Manages the processing and payment of monthly payroll, employee draws, deductions, payroll taxes and benefits.
3. Develops and submits quarterly payroll tax returns to federal and state agencies.
4. Determine proper coding for and record various classes of transactions in accordance with GAAP, applicable laws, regulations, and organization policies.
5. Maintain employee and vendor records.
6. Ensure on-time payment of invoices by check, direct deposit, and electronic funds transfer.
7. May produce financial reports for internal and external users.
8. Support monthly and quarterly review of reconciliations to ensure accuracy and quality is maintained for payroll, vendor, and subcontractor related transactions and balances.
9. May assist with subrecipient monitoring in accordance with grant requirements and regulations.
10. Assist with the research of various accounting issues; resolve accounting/reporting issues to ensure proper accounting standards and best practices are applied.

11. Responsible for performing various accounting functions as assigned in accordance with internal controls, procedures, and policies of the accounting department.
12. Assist in communicating with management and other departments regarding accounting treatments and justifications.
13. Ask “how might we improve?” and dive into how accounting processes are run with ongoing focus on process improvement.
14. Passionate about WSW’s vision, mission, and values.

#### **Knowledge and Skills-Required**

1. Solid understanding of the payroll lifecycle, including processing, reporting, systems, taxation of wages, wage and hour laws, time and attendance, and operational best practices.
2. Proficient in Microsoft Office and Adobe Acrobat Pro.
3. Demonstrated knowledge of US GAAP.
4. Must have the ability to maintain high level of accuracy, maintain confidentiality, pay close attention to detail, and effectively communicate both verbally and in writing.
5. Must be able to excel in a deadline-oriented environment and demonstrate a high level of competence in organizing and prioritizing multiple work assignments.
6. Experience working with computerized accounting systems and how they aid in compiling, maintaining, and using accounting information.
7. Self-motivated, with a strong desire for continuous learning and ability to drive process improvement.
8. Communication skills and abilities essential for building relationships with other team members both within and outside of the accounting department.

#### **Knowledge and Skills – Preferred**

Preferred Qualifications/Transferable Skills\*: You do not need to have the following preferred knowledge and skills to qualify. However, keep in mind we may consider some or all of the following when identifying the most qualified candidates. Please clearly explain in your application how you meet any of the following preferred qualifications/transferable skills.

1. Experience with government and/or non-profit fund accounting.
2. Proficient understanding and demonstrated experience applying state and federal grant regulations and accounting standards.
3. Bachelor's degree from an accredited college or university. (Professional work that demonstrates transferable skills\* have been obtained can substitute for the educational requirement.)
4. Experience with Abila MIP Fund Accounting.

\*Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

## **Additional Requirements**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are in addition to the essential functions and required skills:

- Pass a background check.
- The employee is required to be present in the workplace on a regular and reliable basis. Normal work hours are M-F 8:00 am to 5:00 pm, however, occasional evening and/or weekend assignments may occur.

## **Work Environment**

Work is performed at the WSW office in Vancouver and as needed at various sites throughout the three-county region of Southwest Washington. During the COVID pandemic, WSW staff are working remotely from home. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is an exempt position. Starting annual salary range of \$52,464 to \$65,450 with a comprehensive benefits package, paid time off, professional development opportunities, and domestic partner coverage. Starting salary will be negotiated based on knowledge and experience.

## **APPLICATION INSTRUCTIONS**

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

Workforce Southwest Washington is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.

### **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.

- Resume and cover letter addressing:
  - Name, phone number, and email address
  - Demonstrated ability to perform the requirements of the position
  - A minimum of most recent 5 years of work history
  - Commitment to Diversity, Equity and Inclusion