

SKILLSOURCE

JOB DESCRIPTION

ACCOUNTING SPECIALIST I

POSITION:	Accounting Specialist I
AREA:	Chelan, Douglas, Grant, Adams, and Okanogan Counties
OFFICE:	Wenatchee, Washington
SALARY RANGE:	\$20.94 - \$27.96/ per hour
CLASSIFICATION:	Full Time Non-Exempt Employment
IMMEDIATE SUPERVISOR:	Financial Director

POSITION SUMMARY:

SkillSource is a mission-driven nonprofit organization that helps people build new careers and businesses build strong teams through skills training, education, and employment opportunities.

The ideal candidate for this position is an experienced professional with a strong foundation in accounting principles, excellent organizational skills, and a commitment to accuracy. We are looking for a candidate willing to grow their career in accounting while supporting day-to-day financial operations such as data entry, payroll, and record keeping.

This position is responsible for a variety of tasks related to maintaining accurate financial records, including managing accounts payable, accounts receivable, and general ledger support. The Accounting Specialist I is a key contributor to the efficiency of our financial operation and requires a high level of accuracy and problem-solving skills.

ESSENTIAL FISCAL FUNCTIONS

- Understand fund accounting and account code structure, perform work in an automated accounting system (Abila/MIP).
- Perform semi-monthly participant payroll functions; review and process participant time cards; edit work; print and mail check stubs; maintain participant payroll records.
- Perform monthly accounts payable functions; utilize appropriate participant and general ledger account codes; maintain vendor filing system.
- Perform monthly general ledger functions; update cost allocation workbooks and distribution codes; reconcile general ledger accounts.
- Maintain and modify fiscal record keeping systems, databases, and spreadsheets; review fiscal records.
- Reconcile bank statements to general ledger.
- Prepare School District invoices and maintain state education rosters.
- Assist Financial Director pull reports and documents for audit and monitoring.
- Maintain comprehensive and accurate records.
- May include some administrative support tasks including coordinating conference registrations and travel arrangements for executive staff and/or board members.

- Communicate professionally with board members and area partners both verbally and in writing.
- Other duties as assigned.

NON-ESSENTIAL FUNCTIONS

Performs other duties as assigned.

REQUIREMENTS, SKILLS & ABILITIES:

- Strong interpersonal skills including the ability to effectively manage relationships with individuals of diverse backgrounds.
- Demonstrate excellent documentation, organization, and strong project management skills.
- Proficiency with Microsoft Office suite (specifically Excel, Word, PowerPoint, Publisher)
- Regularly follow oral and written instructions to complete job tasks timely and accurately.
- Demonstrate strong time management, organizational skills and ability to multi-task to meet deadlines.
- Ability to problem-solve, make decisions, be proactive, and self-directed.
- Ability to work in a fast-paced, time sensitive environment with attention to detail and accuracy.
- Ability to travel overnight for training and other business-related meetings.

MINIMUM QUALIFICATIONS:

Two-year accounting degree/certificate with two years of administrative assistant experience **OR** possess a combination of education and direct job experience that clearly demonstrates the knowledge, skills and abilities to perform the essential duties of the position.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee is required to be present on a regular, reliable, and routine basis. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the Job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low. Work is performed mostly indoors in an office setting with some travel locally and travel throughout North Central Washington.

EQUIPMENT OPERATED:

Computer, phone, scanner, calculator, projector, copier, and camera

OTHER REQUIREMENTS:

Personal transportation, valid Washington State Driver's License and current automobile insurance.

Completed application and resume required. To apply, complete application and upload resume online at <https://www.skillsource.org/employment>. Position open until filled.

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SkillSource is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

