

EDMONDS PUBLIC FACILITIES DISTRICT/ EDMONDS CENTER FOR THE ARTS

Announces the following EMPLOYMENT OPPORTUNITY:

POSITION:	ACCOUNTING ASSISTANT
CLOSES:	Open until filled; first round interviews expected TBD
EMPLOYMENT STATUS:	Permanent, Part-Time, Non-Exempt
SALARY & BENEFITS:	Salary \$22-\$25 per hour, dependent on experience
REPORTS TO:	Director of Finance & Operations

POSITION SUMMARY:

An Accounting Assistant supports the functioning of organization accounting, payroll, and operations. Accounting Assistants are efficient, detail-oriented and are able to demonstrate knowledge in the field of business and/or accounting. An Accounting Assistant prepares and processes the day to day accounting functions of ECA, compiles information and reviews for accuracy and maintains records. An Accounting Assistant supports the Accounting Manager in the management of the end of month/year cycle, payroll, benefits and audit preparation. Like all employees at EPFD/ECA, Accounting Assistants must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals and values.

An Accounting Assistant at ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. An Accounting Assistant values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.

PRIMARY DUTIES AND RESPONSIBILITIES:

Accounting Support Functions:

- Retrieve mail- copy, record and distribute materials as appropriate
- Process, prepare and record deposits, to include applying any applicable payments against accounts receivable.
- Code and enter accounts receivable
- Code and enter accounts payable, ensuring proper authorization printing checks and preparing with backup for check signer. Once signed, process for mailing and file backup.
- Code and enter organization credit card transactions.
- Maintain vendor and customer files.
- Enter journal entries as directed by Accounting Manager.
- Verify and post bank transactions including all funds received and disbursed while verifying account balances.
- Assist Accounting Manager with month-end reconciliation and reporting.
- Effectively utilize electronic and hard copy records to identify and resolve discrepancies.
- Work with other departments for collection of unpaid invoices.
- Update and maintain accounting ledgers and other financial transaction records.
- Produce Monthly Disbursement Report for review and approval by the Accounting Manager.
- Other projects as directed for finance.

Payroll & Benefits Support Functions:

- Process expense reimbursements, code and create excel spreadsheet for journal entry.
- Verify and process bi-monthly payroll utilizing online timesheet system and QuickBooks, including applicable benefits and tax liability transactions.
- Assist with maintaining HR forms and documentation on One Drive as needed.
- File employee correspondence and documentation in employee files as needed.
- Handle confidential information professionally, discreetly, and appropriately.
- Other projects, as assigned.

Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills.
- Computer literacy. Proficient in MS Office suite including MS Word, Excel, PowerPoint, Teams and Outlook
- Excellent customer service skills, including establishing and maintaining cooperative working relationships.
- Ability to maintain confidentiality and handle privileged information in a discreet and confidential manner.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Excellent attention to detail required.
- Interest in and ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast-paced work environment.

Education and Experience:

- Bachelor degree or Associate's degree in a related field with up to two years of related work experience, or equivalent combination of education and experience.
- Minimum one year applied QuickBooks or similar accounting software experience.
- Non-profit experience preferred
- Familiarity in governmental accounting, GASB, GAAP preferred

Working Conditions:

- Prolonged periods of remaining in a stationary position in an office setting and constantly operating a computer.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and telephones.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Occasionally must be able to lift up to 40 lbs at a time.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License. This position will also be required to submit to a background check as a condition of employment. Edmonds Center for the Arts is an Equal Opportunity Employer.

APPLICATION REQUIREMENTS:

Please send **cover letter** describing qualifications, **resume**, three **references AND a completed EPFD/ECA Application Form** (available for download at <http://www.edmondscenterforthearts.org/about/1-employment>) to careers@ec4arts.org OR *Accounting Assistant Search, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020.*

No phone calls please.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.