

WASHINGTON  
**STEM**  
**SENIOR ACCOUNTANT**  
**JOB DESCRIPTION**

## BASIC INFORMATION

**Job Title:** Senior Accountant

**Travel Requirements:** Limited

**Status:** Full Time, Exempt

**Supervisor:** Director of Finance

**Place of Performance:** Seattle, Washington

**Direct Reports:** None

## THE OPPORTUNITY – About Washington STEM

Join a team that is passionately committed to advancing economic opportunity by inspiring and preparing Washington youth for high-demand careers and lifelong learning through a focus on science, technology, engineering, and math (STEM) education. Washington STEM and its [regional STEM Networks](#) and community partners create solutions and change policies to bring the best STEM education to Washington students, especially students of color, females, and youth living in high-poverty and rural communities. Our goal is for every Washington youth to realize their full potential and thrive in our innovation-driven economy and society. Launched in 2011, Washington STEM has a track record of success, a highly engaged [board of directors](#), and an entrepreneurial and results-driven spirit. Located in an innovation center just south of Puget Sound's thriving technology hub, our organization has a close-knit culture in which we place a high priority on communication, collaboration, fostering diversity, equity, and inclusion where each person is supported to thrive, and having fun together. We are in search of a chief operating officer who will advance the organization's values and impact through positive leadership and management. For more information about Washington STEM, please visit our [website](#).

## POSITION SUMMARY

The Senior Accountant has responsibility, under the direction of the Director of Finance, for a variety of daily and monthly accounting duties for Washington STEM and programs administered by Washington STEM (including Washington State Opportunity Scholarship). Duties include assisting with the preparation of monthly financial statements and analysis, review of AP, expense reports, and purchase card statement transactions. Submission of bi-weekly payroll, preparation of monthly journal entries and supporting documentation. Assist with budget, annual audit process, and Form 990 preparation. The Senior Accountant will also provide support to the grants management function. Other duties special projects will be assigned according to needs of the organization.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**Financial Statement Preparation, General Ledger entry and analysis:** Assist with preparation of internal and external financial statements, prepare general ledger journal entries, maintain regular and timely reconciliations of balance sheet accounts, assist with quarterly tax entries. Perform and maintain reconciliations of payroll, revenue and scholarship accounts.

**Financial Transaction Processing and review:** Assist with review of coding of transactions in a variety of areas including accounts payable, and expense reports. Initiate and process ACH transactions during AP cycle. Support transactional activities to ensure accuracy and timeliness of entry.

**Budget preparation and variance analysis:** Assist with annual budget preparation. Provide answers to questions by researching and interpreting data. Assist managers in monitoring and forecasting spending.

**Financial analysis/modeling:** Maintain and develop existing Excel models (scholarship, cash forecast, investment), assist with quarterly transfers of private gifts to investment accounts, maintain and analyze grants and contract activity and files.

**WSOS Quarterly State Match submission:** Prepare, reconcile, and submit state match documentation on a quarterly basis for all scholarship accounts, in accordance with WSAC policies and requirements.

**Special projects:** Develop, implement, and maintain integrity of accounting procedures by analyzing current processes and recommending changes; find opportunities for automation of functions through system upgrades.

**Other duties:** Prepare special purpose schedules, such as required for the annual audit and the Form 990 preparation. In-person financial support at special events. This work may vary depending on the needs of the organization.

**Transition Duties:** Temporarily support the Jr. Accountant's tasks during transition period, assist with onboarding of incoming position, provide ongoing support and assistance to this role when needed.

## QUALIFICATIONS

- Bachelors or Advanced degree in Accounting or equivalent experience required; pursuing CPA or passing CPA exam highly desirable
- Two to four years of experience in accounting functions and transactional systems, especially general ledger, billing, accounts payable, payroll, and expense reports. Familiarity with accrual accounting principles and general bookkeeping methods
- Public or Not-For-Profit accounting experience preferred but not required
- Demonstrated experience with accounting for grants, both incoming and outgoing, highly desired
- Demonstrated technical knowledge of general ledger and subsidiary accounting systems and experience with ABILA/MIP Fund Accounting preferred
- Able to read and understand technical forms and financial reports
- Prior experience supporting multiple teams

## KNOWLEDGE, SKILLS, AND ABILITIES

- Desire to work with people of diverse backgrounds, cultures, and perspectives
- Strong alignment with our organizational mission and values
- Entrepreneurial mindset and the ability to be flexible and responsive to changing priorities
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- Excellent interpersonal skills and a strong customer service orientation
- Excellent oral and written communications
- Strong critical thinking and creative problem-solving skills
- Demonstrated ability to handle multiple projects, set appropriate priorities, and meet varying deadlines. Ability to organize and set clear expectations for tasks and deliverables
- Strong project management and organizational skills
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving skills to achieve shared goals
- High-level of proficiency with Microsoft Office
- Ability to work effectively under pressure and to manage a diverse workload with high level of care and accuracy is a requirement
- Ability to periodically participate in meetings and events outside of core business hours
- Ability to work well in an office environment with moderate noise levels from standard office equipment; occasional lifting of up to 20 lbs.; regular walking, sitting, bending, twisting, and reaching; ability to perform consistent work on PC required

## BENEFITS

- Competitive salary commensurate with experience
- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance
- Paid time off and holidays
- Matching 401(k)

## HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities who are underrepresented in STEM are encouraged to apply.

To apply, please submit your resume and a cover letter. Your cover letter should express your specific interest in this role as well as responding to these questions:

- 1) What does it mean for you to have a commitment to diversity and equity?
- 2) How have you demonstrated that commitment and how would you see yourself demonstrating it at Washington STEM?

Compensation for this role is competitive. The salary level will be commensurate with candidate experience. The salary range for the position is \$67,633 - \$101,450.

Anyone interested in the position is encouraged to apply early in the process. To apply, please send a cover letter and resume to Jill Nelson at [jill@washingtonstem.org](mailto:jill@washingtonstem.org).