



# Accounting Assistant

## JOB DESCRIPTION

### BASIC INFORMATION

**Job Title:** Accounting Assistant

**Travel Requirements:** Limited

**Status:** Part-Time, Non-Exempt

**Supervisor:** Accounting Manager

**Place of Performance:** Seattle, Washington

**Direct Reports:** None

### POSITION SUMMARY

The Accounting Assistant (the Assistant) has responsibility, under the direction of the Accounting Manager, for a variety of daily and monthly clerical accounting duties for Washington STEM and for programs which are administered by Washington STEM, including Washington State Opportunity Scholarship. Duties will include preparation of purchase card reconciliation monthly general ledger entries, preparation of accounts payable invoices for entry into the accounting system, set up of new vendors, and filing of paid items. The Assistant will also support the grants and contracts management function for both incoming and outgoing grants and contracts. Other duties of a clerical and administrative nature within the Finance and Operations team will be assigned according to needs of the organization.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**Accounts Payable:** Sort, stamp, and organize incoming vendor invoices. Code invoices with appropriate accounting designations, under direction of Accounting Manager. Route for approval and follow-up on any exceptions or changes. Field routine inquiries from staff or vendors. Maintain paid invoice files in good order. Ensure vendor files are current and well organized. Assist with preparation of 1099's annually.

**Monthly Purchase Card Statements and Expensify:** Pull monthly purchase card statements and drive monthly Expensify process for staff to submit transactional support. Resolve issues with staff member coding and create monthly reconciliation and import workbook.

**Contract Support:** Help to review, update, and maintain vendor contracts task Smartsheet. Communicate upcoming deadlines and contract requirements to responsible parties within the organization. Manage and route signature requests through DocuSign.

**General Ledger:** Prepare monthly recurring accounting entries such as cash receipts, bank fees, depreciation, prepaid expenses, and cash disbursements. Work with Accounting Manager to update and refine monthly balance sheet reconciliations. The Assistant will also help with monthly reconciliations between accounting system and fundraising system.

**Other clerical and administration duties (Approx.. 10-15%):** Perform other clerical duties and provide a variety of operations support as needed, including filing, scheduling meetings, maintaining logs, etc..

**Washington STEM Team Support:** Support fund development initiatives, grant proposals, presentations, and other projects as assigned.

## EDUCATION

Two-year degree in accounting from a postsecondary institution highly desired but not required. Open to students pursuing accounting or business degrees, or those with accounting or business work experience.

## QUALIFICATIONS AND EXPERIENCE

### Education Background:

- Desired 1-2 years of experience in accounting clerical functions, especially accounts payable, and expense reports
- Familiarity with accrual accounting principles and general bookkeeping methods
- Able to communicate effectively in writing and orally to a variety of audiences, including staff, vendors, and grant partners.
- Prior experience supporting multiple teams
- Demonstrated ability to handle multiple projects, set appropriate priorities, and meet varying deadlines. Ability to organize and set clear expectations for tasks and deliverables.
- Ability to work effectively under pressure and to manage a diverse workload with high level of care and accuracy is a requirement.

### Work Environment:

- Thrive in an intense, do-it-yourself, innovation driven environment
- Ability to work well within a cross-functional team environment and diverse communities
- Normal office environment with moderate noise levels from standard office equipment; regular walking, sitting, bending, twisting, and reaching; ability to perform consistent work on PC is required
- Currently required to work remotely; company will provide laptop.
- Strong commitment to diversity, equity and inclusion, and mission alignment

### Technical:

- Demonstrated proficiency using diverse technology platforms, programs, and packages
- Working knowledge of general ledger and subsidiary accounting systems and experience with MIP Fund Accounting preferred
- Excellent personal computer skills, particularly in Microsoft Excel and Word
- Experience with grants, both incoming and outgoing, and not-for-profit organizations highly desirable

## BENEFITS

- Competitive compensation commensurate with experience
- Seattle Paid Sick and Safe Time

## 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 rate of pay will be commensurate with candidate experience. The compensation range for the position is \$21.00 - \$25.00 per hour.

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