



Job Description

JOB TITLE: Receipts and Assistant Accounts Payable Bookkeeper

DEPARTMENT : Finance

Union Affiliation: OPEIU
(Associated dues will apply)

SUPERVISOR: Deputy Finance Director

STATUS: Non Exempt

FTE: 1.0

SALARY GRADE: 25

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential.

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency, and to encourage staff to fully engage in those activities.

Job Summary: The Receipts and Assistant Accounts Payable Bookkeeper is responsible for processing all receipts for the agency and its fiscal auspices, including FamilyWorks. This position is also responsible for printing and distributing monthly financials, assistance with audit preparation, filing, sorting, tracking, and other organizational tasks. This position is the assistant to and primary backup for the Accounts Payable Accountant, and is versed in all required tasks of the Accounts Payable Accountant. This position is also secondary backup for the Payroll Accountant.

Essential Responsibilities, Duties & Tasks:

30% Coordinate timely and accurate processing of all receipts for the Agency and its auspices. This includes receiving materials from reception or other finance staff, clearing existing Accounts Receivable accounts, creating invoices for non-Accounts Receivable receipts, processing credit cards through separate bank mandated system, reconciling and creating deposit for review and approval by other finance staff, copying and filing resultant deposits. Work with finance and other agency staff and external contacts.

- 30% Work in collaboration with the Accounts Payable Accountant to create payments from source documents, including compliance with laws and regulations and ensuring accuracy. Verify in conjunction with Program and Finance, all applicable information such as tax status, vendors, and W-9s. This includes but is not limited to processing any of the many methods of payment, such as EFT, check, cashier's check, wire transfers, etc. to assure that the payment method best meets the need of the payee/client/vendor. Work closely with vendors and program staff, funders and/or government agencies to problem solve payment, reporting, or audit issues. Work with auditors to explain policies and procedures and work with Finance Director. Assist in creating and maintaining tracking and reporting systems, policies, and procedures. Produce reconcilements of payables as needed. Operate all systems and procedures in the Accounts Payable Accountant's absence serving as the Accounts Payable Accountant's primary backup.
- 10% Assist the Finance Director and Deputy Finance Director in preparing account reconciliations, analyses for management, audit preparation, and other financial information, using a variety of hard copy and electronic sources and tools. Assist with organizational tasks for the Finance department such as scheduling, tracking, and written presentation.
- 10% Enter and post journal entries to the accounting system as created by others. Discuss and rectify any problems with those journal entries which cause them to be rejected. Create journal entries as needed to move expenses or other errors identified by self or others. File, collate, copy or otherwise administratively handle Accounts Payable, Payroll, or other documents, including checks and other confidential information, as requested by other Finance staff. Track other information, such as transportation payments or event receipts, and provide information as needed.
- 10% Serve as primary backup to the Accounts Payable Accountant, being able to complete the entire position in the incumbent's absence. Serve as secondary backup to the Payroll Accountant, and be able to perform emergency payroll check functions and the completion of a payroll cycle in the absence of the incumbent. This includes verifying timesheets and vacation and pay advances, check cutting, positive pay procedures, and distribution, and working with HR and other Finance staff as necessary.
- 5% Track private grant information by funder to meet IRS requirements, including amounts, names, addresses, and grantee program. Reconcile the information created against that which is maintained in the accounting system, research and rectify any discrepancies. Provide grant information to Resource Development or others requesting information, produce receipts as necessary.
- 5% Create monthly financials from the accounting system for the Agency and its auspices. Distribute these financials in a number of mediums, including email, posting on joint drives, and hard copy. Provide preliminary copy for finance; bind final monthly copy. Correct the macros and other computer tools as needed to keep the financials accurately portraying. Assist the Finance Director in preparing monthly abbreviated statements for the Board, using Excel, Crystal or other tools.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education & Experience:**Requires one of the following:**

- (a) Three years of experience in accounting/bookkeeping/financial management **OR**
- (b) AA degree in accounting or business and two years of experience in accounting/bookkeeping/financial management **OR**
- (c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position

Minimum Qualification:

- Proficient knowledge of Microsoft Office products such as Excel, Outlook, and Word and be able to produce products using these products which fulfill needs listed above.
- Ability to learn computerized accounting or query systems, such as ACCPAC, MIP, Abra, and Crystal reports. Ability to learn such software and analyze the impact of work performed.
- Ability to work individually in a self-directed manner and as part of a team in group functions. Ability to take general direction and apply it to specific circumstances as the situation requires.
- Ability to maintain confidentiality.
- Organizational abilities, initiative, and attention to details.
- Strong record keeping skills and ability to communicate orally and in writing.
- Willingness and ability to work with people from a variety of racial, cultural, and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.

Physical Demands/Working Conditions: This position works performing general office duties 95% of the time and 5% in the field. Position requires employee to lift/carry 25-35 pounds rarely, 5-10 pounds occasionally, and 1-5 frequently. Push/pull requires 5-15 pounds seldom, 1-5 pounds occasionally. General office duties include constant data entry 75%, filing, copying, and misc. 20%, 5% in the field at meetings, or banking. Position has the ability to sit/stand as needed, but does frequent computer input requiring sitting. Stairs not required.

Hours & Compensation: This is a full time **40 hours/week union** position that pays **\$22.11 per hour plus benefits**. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

To Apply: Applicants **must complete the Solid Ground Application Form** specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood. **Please attach a cover letter and resume**

Closing Date: Open until filled

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status