



Center for Human Services

Building a stronger community...one family at a time.

Mailing Address: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: admin@chs-nw.org

Job Announcement **STAFF ACCOUNTANT**

Center for Human Services is excited to hire a new team member for our Admin team. We are a thriving community health agency that offers great work environment, including staff who are passionate about and dedicated to the community. CHS is a non-profit organization that has been serving the community for over 50 years! We offer our staff an EXCELLENT benefits package which includes fully paid (prorated if part-time) health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

About the position:

We are looking to hire an experienced Staff Accountant. The Staff Accountant will be supporting the Accounting Department in performing the day-to-day functions including payroll processing, accounts payable, benefits reconciliations, journal entry preparation, general ledger account reconciliations, maintaining vendor relations, and responding to accounting and audit inquiries to both internal and external parties. This is a non-exempt position that reports to the Finance Director and requires excellent communication, organizational, and analytical skills. This is a full time, exempt position located in our 148th Shoreline office. Salary is \$58K-62K per year depending on experience.

What we require:

- Excellent computer skills in MS office environment, especially Outlook, Excel and Word. Paylocity and MIP Fund Accounting highly preferred
- Associates Degree in Accounting or related field
- 3 to 5 years of solid accounting experience; Payroll, Accounts Payable, Benefit Reconciliations, monitoring credit card transactions, and other related items
- Work habits that include creativity, accuracy, careful attention to detail and organization skills
- Ability to work independently, self-starter
- Critical thinking skills, persistence, and patience.
- Sense of humor

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, send resume and cover letter to jobopportunities@chs-nw.org. Full job description can be found below:

Job Description **STAFF ACCOUNTANT**

GENERAL DESCRIPTION

The Staff Accountant will support the Accounting Department in performing the day-to-day accounting functions including payroll processing, accounts payable, benefits reconciliations, journal entry preparation, general ledger account reconciliations, maintaining vendor relations, and responding to accounting and audit inquiries to both internal and external parties. This is a non-exempt position that reports to the Finance Director and requires excellent communication, organizational, and analytical skills.

MAJOR RESPONSIBILITIES

- **Payroll:**
 - Review timesheets and follow up with staff and supervisors to resolve discrepancies
 - Work closely with HR to ensure accuracy around payroll and benefits



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- Track and update master payroll control spreadsheet with payroll authorization data from HR
- Collaborate with Accounting Manager on finalizing review and payroll submission
- Carry out payroll GL transfer between payroll provider and accounting system to reconcile system data
- Answer staff payroll questions
- **Accounts Payable:**
 - Review, code and enter invoices/cash disbursements into MIP Fund Accounting system
 - Work closely with the Accounting Manager and Finance Director for review and approval of A/P transactions
 - Monitor and track grant expenditures that come through A/P and coordinate with Billing Manager on grant reimbursement requests as needed
 - Process weekly check run and submit for final review and check signing with authorized personnel
 - Answer all A/P questions from staff
- **Benefit Reconciliations:**
 - Coordinate with HR to maintain monthly benefit reconciliation spreadsheets
 - Perform monthly GL reconciliations as part of month-end close process
- **Credit Cards:**
 - Monitor agency credit card statement activity to ensure purchasing compliance and fraud prevention
 - Ensure staff credit card receipts are received and entered on time into the accounting system and reconciled to the statement
 - Answer staff inquiries related to credit card transactions
- **Other:**
 - Participate in annual audit preparation and take lead on schedule preparation as determined by FD
 - Reconcile asset and liability general ledger accounts as assigned through month-end close process
 - Provide reliable and consistent customer support to all employees and external vendors
 - Prepare and file monthly and quarterly tax filings to include B&O, L&I, and sales tax filings with DOR
 - File and maintain accounting records in a timely manner while maintaining confidentiality of sensitive documentation
 - Prepare and file annual 1099 tax forms
 - Assist department on other projects that advance the organization's strategic vision and plan
 - Other duties as assigned

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, manager, or a director that furthers the success of programs and/or the agency

MINIMUM REQUIREMENTS

- Excellent computer skills in an MS Office 365 environment, especially Outlook, Excel and Word. Paylocity & MIP Fund Accounting experience highly preferred
- Associates Degree in Accounting or related field
- Three to five years of solid accounting experience
- Work habits that include creativity, accuracy, careful attention to detail, and organization skills
- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change.
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Sense of humor

Employee Printed Name

Date

Employee Signature

Date

Supervisor Signature

Date

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and have fun.