



Job Announcement

- POSITION TITLE:** Accountant and Human Resources
- STATUS/PAY:** Exempt full-time
(40 hours/week, \$56,770 - \$65,000/year + benefits) **DOE**
- BENEFITS:** Paid holidays
Vacation and sick leave
Medical insurance
Mileage reimbursement for approved travel
Simple IRA

SUMMARY: The Accountant and Human Resources staff is responsible for the application of accounting principles to maintain the general accounting system, including entering all transactions, reconciling results, and preparation of reports and statistics reflecting assets, liabilities, financial transactions, earnings, cash balances, and other financial results. They are the main contact for the annual audit required by our funders. They manage and analyze employee benefits programs and research issues as needed, while serving as primary contact for all benefit programs and payroll issues. They process payroll, including reviewing approved employee time sheets, garnishments, benefits, sick leave & vacation. This position will keep up to date on changes in federal and local regulations regarding payroll and payroll taxes, as well as auditing requirements.

RESPONSIBILITIES:

- Create and forecast budgets semi-annually with the assistance of the Executive Director
- Work with Executive Director to develop financial plans and reports, while applying principles of accounting to record and analyze financial information; prepare monthly financial reports and distribute to the Board of Directors
- Work with Program Managers, Grant Writer and ED to compose budgets for grant applications
- Oversee the preparation of regulatory and financial reporting and ensure compliance.
- Update, maintain and implement policies and procedures to control and report financial activity to Executive Director
- Implement a cost allocation plan to be used by the company
- Oversee the organization's development and administration of the accounting systems, practices and controls that conforms to accepted accounting practices and reflect operating budgets and profitability
- Process payroll through ADP, including reviewing approved employee time sheets, garnishments, benefits, sick leaves & vacation, etc. Primary contact for all benefit programs and payroll issues.
- Maintain accounts payable and records of disbursements, expenses and tax payments.
- Prepares needed information for outside consultant to prepare Form 990

OPEN DOORS

for MULTICULTURAL FAMILIES
...dedicated to the needs of diverse families who have loved ones with developmental disabilities and special health care needs.

- Insurance and property records maintenance
- Preparation of annual audit required documents and work with auditors to complete financial audits
- Scan all receipts and record all financial transactions, manage accounts payable and receivable, reconcile bank statements and credit card statements. Track expenses for each program separately
- Prepare invoices for multiple contracts; record payments and maintain accounts receivable records. Interact with funders, staff and other callers as needed
- Complete onboarding paperwork with newly hired staff
- Maintain employees' personnel files
- Maintains confidentiality of information

QUALIFICATIONS:

- Ability to fulfill all responsibilities listed above
- BA degree in Accounting and a minimum of 8 years working experiences in Nonprofit organizations
- Extensive knowledge and working experience with managing government grants, cost allocation formula, contracts, foundation and other nonprofit related funds
- Ability to use independent judgment to perform advanced and specialized accounting assignments
- Ability to work independently to record and document accurately
- Strong organizational and time management skills
- Extensive knowledge and skills operating QuickBooks for nonprofits
- Familiarity w/ ADP payroll system is preferred
- Proficient in Microsoft Office applications, especially MS Excel
- Strong verbal and written English communication skills; second language proficiency a plus
- Track record of respect for others' experiences, opinions, language, values, culture, and knowledge
- Demonstrated commitment to teamwork and collaboration
- Have a car to drive for work purposes and a valid WA state driver's license and vehicle insurance
- Ability to lift up to 40 lbs
- Ability to pass DSHS criminal background check & drug test

People with disabilities and parents of children with disabilities residing in South King County are strongly encouraged to apply for these positions.

CLOSING DATE: until filled

FOR CONSIDERATION:

Please send resume with cover letter to Olga Lindbom olgal@multiculturalfamilies.org

Professional references will be required for the final candidates

Open Doors for Multicultural Families is an equal opportunity employer and makes employment decisions on the basis of merit. Company policy prohibits unlawful discrimination based on race, color, creed, sex, marital status, age, national origin, ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, gender identity or any other consideration made unlawful by federal, state or local laws