

**MULTI-SERVICE CENTER
JOB DESCRIPTION**

Job Title: Staff Accountant – Payroll and General Ledger	Department: Finance
Reports To: Finance Director	Classification: 1.0 FTE FLSA Status: Non-Exempt

SUMMARY OF POSITION:

The Payroll and General Ledger Staff Accountant (GL Accountant) will process payroll and perform general ledger accounting functions within MSC’s finance department. The position is best suited for a collaborative, highly organized individual who excels at problem solving, and is fluent in working with Microsoft Excel.

The efforts of the GL Accountant are approximately 50% payroll, 15% processing deposits and 35% on various journal entries associated with MSC’s monthly close process and other projects as assigned. Within MSC’s processes the HR team (not finance) receives, reviews and corrects timesheets and updates employee information. The HR team then delivers the time sheets to the GL Accountant who maintains attentiveness to compliance issues while entering the payroll. The GL accountant enters timesheet data and compiles payroll reports and accompanying benefit payable vouchers. The GL Accountant will work closely with the Senior Accountant and the Finance Director as part of his/her recurring duties to assist in larger projects which include annual audit, annual budget, policy updates and major accounting system changes.

SCHEDULE: Monday – Friday 8:30 a.m. – 5:00 p.m. – 40 HOURS

LOCATION: Multi-Service Center
1200 S. 336th Street
Federal Way, WA 98003

KEY DUTIES & RESPONSIBILITIES:

- Process twice per month payroll including quarterly tax filings and reconciliation of payroll tax and benefit liability accounts
- Process cash receipts
- Work closely with Senior Accountant to perform monthly and annual close processes including, reconciliations, allocations, updating schedules, investigating discrepancies and maintaining digital accounting files
- Review accounts payable, deposit and payroll transactions for accuracy and proper coding
- Crosstrain and act as backup for accounts payable
- Work with Development (fundraising) Team to reconcile and resolve discrepancies between accounting system and fundraising system
- Follow, enforce and assist in developing accounting policies and procedures
- Possess or develop expert knowledge of Abila MIP Accounting Software
- Improve efficiency and effectiveness of processes and systems through smart use of technology and digital tools
- Act as guardian and protector of digital accounting files ensuring consistency, completeness and diligent application of best practices in naming conventions and file structure

- Support annual A-133 financial audit including pulling transaction records and preparation of schedules
- Act as supportive and engaged member of 5 person accounting team in performance of MSC's accounting function to achieve detailed, accurate, efficient processing and high quality reporting with steadfast ethical integrity

LEVEL OF SUPERVISION:

- None

EXPERIENCE REQUIRED:

- 3+ years of practical accounting experience including payroll
- Experience with Abila MIP accounting software highly desirable
- Non-profit and A-133 audit (aka Single Audit) experience in particular is highly valued

EDUCATION/LICENSES/CERTIFICATION/FORMAL TRAINING:

- BA/BS in Accounting

ESSENTIAL SKILLS AND ABILITIES:

- A solid understanding of payroll processing is essential
- Highly developed analytical abilities
- Strong attention to detail
- Advanced Excel skills - V-lookups, sum-if's
- Problem solving skills
- Well developed communication skills
- Team player
- Time management skills
- Organized to manage high volumes of documents and prioritize multiple tasks
- Use of discretion to maintain fiscal, personnel, and client confidentiality

PHYSICAL REQUIREMENTS:

These physical requirements are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to ensure people with disabilities to perform the described essential functions.

- Lifting up to 25 lbs. without assistance.
- Walking, standing, and sitting frequently
- Stretching/Reaching, Hand/Finger dexterity, Stooping (bend at waist) frequently
- Mobility and ability to sit for long periods of time

WORKING ENVIRONMENT

- Work performed indoors in a climate controlled environment.

Multi-Service Center does not tolerate discrimination of any type, and offers equal employment opportunity to all qualified persons without regard to race, color, religion, sex, national origin, age, disability or medical condition, sexual orientation, marital status, veteran status or any other considerations made unlawful by Federal, State or local laws. Multi-Service Center is an at-will employer.

If you are interested in applying for this job opportunity, please send your resume and cover letter to:
jobs@mschelps.org

Multi-Service Center is committed to promoting equal employment opportunity and diversity in the workplace. Pay Range: \$45,000.00 to \$50,000.00 per year. DOE

No phone calls please.