



# Accounting Specialist

## JOB DESCRIPTION

### BASIC INFORMATION

**Job Title:** Accounting Specialist

**Travel Requirements:** Limited

**Status:** Part-Time, Non-Exempt  
*20-30 hours/week*

**Supervisor:** Accounting Manager

**Place of Performance:** Seattle,  
Washington

**Direct Reports:** None

**In-Office/Remote:** Hybrid

### POSITION SUMMARY

Young people grow up in Washington surrounded by a thriving science, technology, engineering, and math (STEM)-based economy, yet they don't always receive the support they need to participate. Washington STEM is a statewide, education nonprofit leveraging STEM for social change, removing barriers to credential attainment, and creating pathways to long-term economic security for historically excluded students.

Washington STEM aims to close pervasive systems gaps for students of color, low-income students, rural students, and girls by focusing on three critical education spaces: early learning, K-12 STEM, and career pathways. We envision a state where skin color, zip code, income, and gender do not predict educational and career outcomes.

The Accounting Specialist has responsibility, under the direction of the Accounting Manager, for a variety of daily and monthly accounting duties for Washington STEM. Duties include preparing Accounts Payable, submission of bi-weekly payroll, and preparing monthly journal entries and supporting documentation. They will also support the Accounting Manager with taxes, including Form 990 preparations, 1099s, budgets, and the annual audit and financial statements. The Accounting Specialist will also support the grants and contracts function by tracking contract restrictions and personnel time and effort, collaborating with programs, and tracking project actuals/forecasts. 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/Receivable:** Sort, stamp/code, and organize incoming vendor invoices. 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. Review checks and ACH transaction processing during AP cycle. Support quarterly tax filing and manage the preparation of 1099's annually. Process receivables, monthly reconciliation with development team, and prepare deposits.

**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.

**Payroll:** Work in partnership with Director of HR & Administration to prepare and submit bi-weekly payroll in BambooHR.

**Grants and Contract Support:** Help to review, update, and maintain vendor contracts task tracker and support grant compliance. Support Finance & Operations with grants and contracts milestone tracking, financial restrictions and invoicing. Manage and route signature requests through BoxSign/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 Accounting Specialist will also help with monthly reconciliations between accounting and fundraising systems.

**Reporting:** Support Accounting Manager with monthly and quarterly reporting including budget updates, finance committee and board materials, Executive Team reports, and presentations.

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

## QUALIFICATIONS

- Desired 1-2 years of experience in accounting clerical functions, especially accounts payable, payroll, and expense reports.
- Familiarity with accrual accounting principles and general bookkeeping methods. Experience in Nonprofit Accounting preferred but not required.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Strong ability to execute work with a Diversity, Equity, and Inclusion lens.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and online meeting tools, such as Zoom and Teams
- Working knowledge of general ledger and subsidiary accounting systems and experience with MIP Fund Accounting preferred.
- Experience working with Expensify or other employee expense management software preferred.
- Demonstrated experience working on cross-functional team projects
- Demonstrated ability to be self-directed, handle multiple projects, set appropriate priorities, and meet varying deadlines. Ability to organize and set clear expectations for tasks and deliverables.
- Strong alignment to Washington STEM organizational mission and values.
- Able to communicate effectively in writing and orally to a variety of audiences, including staff, vendors, and grant partners.
- Excellent interpersonal skills and a strong customer service orientation.
- High level of care and accuracy is required.
- Entrepreneurial mindset and the ability to be flexible and responsive to changing priorities.
- Experience with grants, both incoming and outgoing, and nonprofit organizations highly desired.

## PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around assigned workspace.

- Ability to work in open office format. Washington STEM's office design is an open format and the noise level in the work environment is usually low to moderate.
- Occasional lifting of up to 10 pounds; however, assistance with lifting or moving any items will be provided
- Must be able to show proof of full COVID-19 vaccination series upon hiring.

## 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 are encouraged to apply.

To apply, please submit your resume and a cover letter to [hr@washingtonstem.org](mailto:hr@washingtonstem.org). 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 pay range is \$21.00 - \$25.00 per hour and compensation will be commensurate with candidate experience. Anyone interested in the position is encouraged to apply early in the process.