

Full Charge Bookkeeper Job Opening

Position: Full Charge Bookkeeper

Location: Lake Stevens, WA

Full time: Monday – Friday

Hiring Salary Scale: \$46,384. - \$53,341.* DOE

Closing Date: Open Until Filled

Position Summary

The Full Charge Bookkeeper manages general day to day accounting activities and systems. This position is responsible for compiling and analyzing accounting data including financial statements, general ledger entries, and accounts payable and receivable for the organization. Prepares reports and statistics reflecting assets, liabilities, financial transactions, earnings, revenues, cash balances and other financial results. Maintains accounts and records of revenue, disbursements, expenses and tax payments. Oversees Audit and filing of tax returns and other reports to government agencies. Works with CEO, Director of Administration, Program Directors, Board, and Auditors as necessary.

Qualifications

Education

- Required: Associates degree in accounting or bookkeeping certification.
 - Desired: Bachelor's degree in accounting or equivalent, additional certifications.
- #### Experience
- 5 – 8 years of accounting experience, non-profit experience preferred.
 - Other required Knowledge, Skills and Abilities:
 - Proficient in PC applications, including Microsoft Office Suite, accounting software, (Abila MIP Fund Accounting), and Database software.
 - Working knowledge of accounting principles: fund accounting, GAAP, and nonprofit accounting.
 - Strong organizational and administrative skills.
 - Ability to prioritize tasks and manage time effectively.
 - Good record keeping and financial management skills.
 - Positive attitude and ability to be a team player.
 - Effective communication skills and the ability to interact professionally with a diverse group of clients and staff.
 - Sensitivity to issues of people with disabilities and their families.
 - The person who fills this position must pass a DSHS criminal background clearance,
 - Valid driver's license, reliable transportation with insurance coverage sufficient to cover potential liability. An acceptable three year motor vehicle report and the continuous retention of an acceptable three year motor vehicle report.

Full Job Description available @ <http://www.sherwoodcs.org>

About Our Organization

Sherwood Community Services is a growing non-profit organization offering services that empower people who experience disabilities to be included and to actively participate in their communities throughout their lifetime. Our mission is to provide innovative, inclusive services for children and adults with disabilities in their communities throughout Snohomish County.

If you are an enthusiastic team member ready to join our team please respond with your resume and cover letter to jobs@sherwoodcs.org.

We Offer:

- Competitive wages
- Mileage Reimbursement
- Health Insurance
- Paid Vacation and Paid Sick Leave
- Flexible Schedules
- Simple IRA Retirement Plan

Eligibility for benefits dependent on number of hours worked and agency policy.

Actual salary range for this position is broader than hiring range

Equal Opportunity Employer