



Job Description

Title: Fund Accounting Specialist
Supervisor: Controller
Classification: Administrative Services III
Hours: 36 hours per week – hybrid remote & in-person
Salary: \$65,000 - \$75,000 annually; exempt, salaried position
Benefits: Employer paid medical, dental, vision, short-term & long-term disability, life insurance; generous paid time off; Costco membership

POSITION DESCRIPTION

The Fund Accounting Specialist position is a member of the Administrative Team and plays a key role in agency operations. The person in this role provides a high level of finance and accounting support to agency staff and works in partnership with the Controller and Accounting Coordinator in attending to daily finance and accounting issues.

RESPONSIBILITIES

FINANCIAL:

- Ensure the accuracy of the agency's financial records in accordance with GAAP.
- Prepare invoices and financial reports for government grants and contracts.
- Track expenditures to ensure compliance with grant and contract budgets and agreements.
- Ensure that all revenue transactions are accurately and promptly recorded in the financial management system.
- Perform bank reconciliations for all bank accounts.
- Monitor delinquencies in accounts receivable.
- Maintain asset inventory and depreciation schedules on an annual basis to preserve the integrity of the agency's fixed assets.
- Manage the monthly financial closing process, including preparation of journal entries.
- Prepare various schedules and materials required for the annual audit and Form 990, and reply to auditor/CPA queries.
- Help develop more robust accounting policies and procedures to satisfy government contract requirements.
- Cross train on payroll processing as back-up for Accounting Coordinator.
- Assist with special projects as assigned by Controller.



QUALIFICATIONS

- B.A. or equivalent work experience
- 3 to 5 years' experience in nonprofit fund accounting
- Advanced experience with QuickBooks Desktop
- Experience with Paylocity a plus
- Experience in or ability to work with a culturally diverse staff and clientele
- Experience with Office 365 and SharePoint, advanced Excel skills
- High attention to detail

- Ability to work independently with excellent follow through skills
- Ability to communicate effectively and diplomatically
- Commitment to cultural competency

Want to learn more about SWYFS?

For nearly 40 years **Southwest Youth and Family Services (SWYFS)** has been providing critical services in significantly under-resourced communities of Southwest King County, including Southwest Seattle, White Center, South Park, Burien, and SeaTac. As systemic racial and economic inequities continue to create significant barriers to communities of color across the nation, SWYFS remains committed to seeing our diverse community of South King County thrive. Participants in SWYFS programs are 61% children and youth, 92% people of color, 95% low-income (89% very low-income), and over 50% refugees and immigrants.

Our vision is that all residents of Southwest King County flourish and actively participate in the success of the community. We believe when we all commit to equity and expanding knowledge, we can build a community of acceptance, belonging and hope, where all families thrive. Please visit <https://www.swyfs.org> to learn more!

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. This employer participates in E-Verify. The employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's I-9 to confirm work authorization.

To apply, or to refer a candidate, please email Nancy Whitlock a resume and cover letter to nwhitlock@swyfs.org