



SR. ACCOUNTANT
Full-Time Exempt • Location: Beacon Hill, Seattle
Equal Opportunity Employer

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to well-paid, long-term work. We creatively align support services – like housing, childcare, transportation and counseling – with job skills training and job placement assistance.

As the Sr. Accountant, what will you do?

Under the direction of the Director of Finance, the Sr. Accountant is responsible for general ledger accountability, financial reporting, as well as, financial profitability analysis, systems improvement and other special projects as assigned. The Senior Accountant must understand and comply with SJI internal control procedures.

As the Sr. Accountant some of the duties you will be responsible for will include, but is not limited to; preparing monthly financial statements, balance sheet, analysis of variances and other supporting schedules as needed, prepare invoices for grants and contracts, along with supporting documentations as required, monitor cash receipts, prepare journal entries and monthly bank reconciliations, conduct timely and accurate month-end and year-end closing statements, as well as, provide financial information, financial review summary, risk assessment required for Federal grant compliance Fiscal Site Visits and subrecipients. As well as other duties as assigned.

If any of these areas ring true to your experience or passions, let us know. We'd love to hear from you.

What qualifications and experience will our Sr. Accountant bring to SJI?

- **VALUES:** A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. This includes our expected staff values: **Excellent communication, professional and gracious behavior, collaboration, respect, promotes equity through racial and social justice, and leadership behavior.**
- **EDUCATION:** Bachelor's degree in Accounting/Finance; or a combined equivalent of education and experience.
 - **EXPERIENCE:**
 - 3-5 years' experience in accounting/finance.
 - Not-for-profit accounting experience preferred.
 - Experience with multiple-funding source cost allocation system.
 - Experience with Excel and other Microsoft Office products required.
 - Abila MIP software experience preferred
- **OTHER QUALIFICATIONS:**
 - High attention to detail, thoroughness, ethical conduct, strong organizational skills, and the ability to meet deadlines and coordinate multiple activities required.
 - Must have excellent communications skills (both oral and written), collaboration skills, and diplomacy, be willing to ask questions and able to give and receive constructive feedback.
 - Must be able to critically think through and assess situations, work independently and maintain a high degree of confidentiality, and be comfortable with sharing accounting and financial data with others.
 - Regular and timely attendance.
 - Reliable transportation and valid driver's license and proof of insurance required for local travel.

Salary/Benefits: Competitive salary, company paid employee medical, dental, vision, short- and long-term disability, life insurance, health and dependent care flexible spending accounts, company partially subsidized parking and/or transit, PTO (Paid time off), personal holidays, and 401(k) with SJI match.

TO APPLY: Please e-mail your resume and cover letter to: kmichelclark@seattlejobsinit.com -