



**Seattle Jobs  
Initiative**

*Equal Opportunity Employer*

## **NOW HIRING**

# **PAYROLL/ACCOUNTS PAYABLE ACCOUNTANT**

Part-Time, Non-Exempt (24 hours per work week)

Location: Seattle, WA (temporarily remote due to COVID 19)

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for low-income people to support themselves and their families through living wage careers. SJI is committed to attracting and retaining staff with diverse perspectives and life experiences. As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQ people, people with disabilities, and veterans. We recognize your unique qualities and the value you bring to our commitment to the communities we serve. Together we create and preserve inclusive and equitable environments.

### **Position Description**

Under the direction of the Director of Finance & Technology, the Payroll/Accounts Payable Accountant is responsible for performing a range of accounting functions for SJI, to include accounts payable, payroll, benefits reconciliation and payment, preparing journal entries, account reconciliations. The Payroll/Accounts Payable Accountant is responsible for understanding and complying with SJI internal control procedures.

This position performs the following duties:

- Perform payroll functions including computing wages, salaries, and appropriate deductions.
- Respond to appropriate requests for information including employment verifications and garnishments.
- Process and transmit direct deposits and maintain leave banks.
- Prepare tax deposits, regulatory reports, W-2 statements, quarterly tax reports and payments, and other reports as needed.
- Accurately maintain records in payroll system.
- Review and process accounts payable vouchers and invoices ensuring proper coding and approval.
- Record in system, prepare, and issue checks.
- Investigate questions from internal and external sources.
- Prepare required reporting and maintain accurate vendor and payable files, including annual 1099/1096 reporting and filing.
- Prepare routine monthly entries to the general ledger.
- Maintain GL accounts, research appropriate GL inquiries and prepare excise tax reports.
- Assist in routine and ad hoc reporting in areas to include budget, audit, retirement plan, and cost accounting. Back up other accounting/technology functions as needed.



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1200 12th Avenue South, Suite 160, Seattle  
[www.seattlejobsinitiative.com](http://www.seattlejobsinitiative.com)

### **Qualifications**

- Excellent organizational skills and high attention to detail.
- Ability to recognize inconsistencies and follow up with research and resolution.
- Must be able to work independently and maintain a high degree of confidentiality.

### **Education and Experience**

- 3+ years related experience, solid knowledge in intermediate level accounting. Must have experience with PC-run GL, PR, and AP systems.
- Associate degree in accounting or work experience can substitute for education.
- Must have a good working knowledge of excel, word processing, database and email software.
- Familiarity with MIP accounting software a plus.
- Must be digital literate with strong interest and willingness to update digital skills.

### **Values**

A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. Our staff values: excellent communication, professional and gracious behavior, diverse authentic perspectives, collaboration, respect, and leadership behavior.

### **Compensation and Benefits**

Hire-in hourly pay range is \$27 to \$34, company pays a portion of 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.

**SEND YOUR RESUME AND COVER LETTER TO [JOBS@SEATTLEJOBSINIT.COM](mailto:JOBS@SEATTLEJOBSINIT.COM)**