



rising for domestic peace

Job Announcement October 2017

Accounting Associate

Job Title	Accounting Associate
Reports to	Finance Director
Location	Kent, WA
Exempt or Non-Exempt	Non-Exempt
Hours	40 hrs

DAWN is a comprehensive provider of domestic violence services, including Emergency Confidential Shelter, a 24-hour Crisis and Advocacy Line, and Community Advocacy including Legal and Immigrant Rights, Mental Health, Support Groups and one-on-one support. Dawn shelters and empowers survivors of domestic abuse. Dawn helps communities rise for peace by providing education to respond to and prevent violence. We envision a community that commits to the belief that violence is preventable and takes shared responsibility and united action to create a more peaceful place to live for all of us.

Overview of Position

This position provides Accounting support for the Finance Director, agency directors and staff and works closely with the Finance Director. In this role, the Accounting Associate is responsible for providing timely day to day management of all payment cycle activities in accordance with the DAWN's policies. Duties include Payroll and Accounts Payable/Receivable processing, and assistance with contract billing, financial statements and budgeting as needed. Assist in annual audit preparation as time and other duties permit.

Job Responsibilities

Description of major job responsibilities

- Compile payroll data for submission to third party payroll provider (Paylocity); review payroll registers for accuracy and post to the general ledger; submit 401k payroll deductions to Mutual of America.
- Perform general ledger account reconciliations, including bank statements and payroll accounts
- Assist in annual audit preparation
- Set up new employees in the payroll system and create personnel files; process garnishments and other payroll deductions
- Meet with new employees to review payroll processing, timesheet completion, direct deposit, pay dates, holidays, and I-9 review
- Provide timely and accurate processing of vendor invoices and client assistance requests, review general ledger, program and revenue source classification coding as prepared by managers
- Reconcile employee benefit statements
- Complete cash receipts, cash disbursements, contract billing and other monthly journal entries

- Process credit card donation transactions and maintain pledges receivable account reconciliation
- Maintain records of In-Kind donations and post in-kind journal entries quarterly
- Analyze and make recommendations on improving year-end closing processes
- Develop, document and implement recommendations to improve accounting policies, processes and procedures
- Other duties as assigned
- Follow all agency policies, procedures and specific contract requirements
- Present the agency, its leadership and programs in a positive light to volunteers, funders and the community
- Promote teamwork and teambuilding with all staff and agency collaborators. Work to ensure the success of others.

Qualifications

Desired Qualifications:

- Associate's Degree or equivalent training; 3+ years related Accounting experience.
- Knowledge of generally accepted accounting principles and internal controls
- Knowledge of standard procedures and practices of record keeping, including file maintenance, logs, and automated system records
- Data entry experience or the ability to accurately and quickly perform all data related functions.
- Ability to perform simple arithmetical calculations, post figures to various manual or automated ledgers, documents, and records accurately; reconcile work and balance amounts accurately.
- Proficient with Excel spreadsheets.
- Experience with fund accounting software like Abila MIP is highly desirable
- Excellent attention to detail.
- Ability to quickly and correctly learn new tasks.
- Ability to work in a confidential manner and in a confidential setting.
- Ability to work with diverse staff, clients and volunteers.
- Strong time management, problem solving and organizational skills, with the ability to work well both independently and in a team environment.

Ability to pass a Washington State Patrol background check – required for employment

To Apply

This position is open until filled. To apply, please submit your resume and cover letter to info@dawnrising.org with the subject "Accounting Associate"

Please note: applications not accompanied by both a cover letter and resume will not be considered.

DAWN is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.