# MULTI-SERVICE CENTER
## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Department:</th>
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<tbody>
<tr>
<td>Staff Accountant – General Ledger</td>
<td>Finance</td>
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<tr>
<td>Reports To:</td>
<td>Classification: 1.0 FTE</td>
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<tr>
<td>Finance Manager</td>
<td>FLSA Status: Exempt</td>
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**SUMMARY OF POSITION:**
The General Ledger Staff Accountant (GL Accountant) will serve as the general ledger accountant for Multi-Service Center. The position is best suited for a collaborative, highly organized individual who excels at problem solving, and is fluent in working with Microsoft Excel.

The incumbent will work with the Senior Accountant to create and post month end close entries, record bank deposits, perform bank reconciliations and, in particular, export, format and import transactions from supporting systems such as fund development and employee reimbursement applications (~40% of time). The Staff Accountant will cross-train on payroll with the Payroll Administrator (~20% of time). The Staff Accountant will fill-in with the Accounts Payable Accountant to process and/or review accounts payable transactions (~10% of time). The Staff Accountant will work closely with the Senior Accountant and the Finance Director as part of his/her recurring duties as well to assist in larger projects which include annual audit, annual budget, policy updates and major accounting system changes (~30% of time).

**SCHEDULE:** Monday – Friday 8:30 a.m. – 5:00 p.m. – 40 HOURS

**LOCATION:** Multi-Service Center  
1200 S. 336th Street  
Federal Way, WA 98003

**KEY DUTIES & RESPONSIBILITIES:**
- Perform and assist in development of processes to export, format and import transactions from supporting systems such as fund development and employee reimbursement applications into MIP accounting software
- Work closely with Senior Accountant to perform monthly, quarterly and annual close processes including, reconciliations, allocations, updating schedules, investigating discrepancies and maintaining digital accounting files
- Participate in payroll process including quarterly tax filings and reconciliation of payroll tax and benefit liability accounts
- Review accounts payable, deposit and payroll transactions for accuracy and proper coding
- Crosstrain and act as backup for accounts payable and payroll
- Work with Development (fundraising) Team to reconcile and resolve discrepancies between accounting system and fundraising system
- Follow, enforce and assist in developing and documenting accounting policies and procedures
- Possess or develop expert knowledge of Abila MIP Accounting Software
- Improve efficiency and effectiveness of processes and systems through smart use of technology and digital tools

REVISED JE 5/6/2016
Act as guardian and protector of digital accounting files ensuring consistency, completeness and diligent application of best practices in naming conventions and file structure

Support annual A-133 financial audit including pulling transaction records and preparation of schedules

Act as supportive and engaged member of 5 person accounting team in performance of MSC’s accounting function to achieve detailed, accurate, efficient processing and high quality reporting with steadfast ethical integrity

**LEVEL OF SUPERVISION:**

- None

**EXPERIENCE REQUIRED:**

- 3+ years of practical accounting experience in a multi-cost center NFP environment **OR** CPA / CPA Candidate with audit experience
- Experience with Abila MIP accounting software highly desirable
- A-133 audit (aka Single Audit) experience in particular is highly valued

**EDUCATION/LICENSES/CERTIFICATION/FORMAL TRAINING:**

- Minimum BA/BS in Accounting.
- Audit experience highly desirable

**ESSENTIAL SKILLS AND ABILITIES:**

- A solid understanding of GAAP is essential
- Highly developed analytical abilities
- Strong attention to detail
- Advanced Excel skills - pivot tables, V-lookups, sum-if’s
- Problem solving skills
- Well developed communication skills
- Team player
- Time management skills
- Organized to manage high volumes of documents and prioritize multiple tasks
- Use of discretion to maintain fiscal, personnel, and client confidentiality

**PHYSICAL REQUIREMENTS:**

These physical requirements are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to ensure people with disabilities to perform the described essential functions.

- Lifting up to 25 lbs. without assistance.
- Walking, standing, and sitting frequently
- Stretching/Reaching, Hand/Finger dexterity, Stooping (bend at waist) frequently
- Mobility and ability to sit for long periods of time

**WORKING ENVIRONMENT**

- Work performed indoors in a climate controlled environment.
Multi-Service Center does not tolerate discrimination of any type, and offers equal employment opportunity to all qualified persons without regard to race, color, religion, sex, national origin, age, disability or medical condition, sexual orientation, marital status, veteran status or any other considerations made unlawful by Federal, State or local laws. Multi-Service Center is an at-will employer.

If you are interested in applying for this job opportunity please send your resume and cover letter to: jobs@multi-servicecenter.com

Multi-Service Center is committed to promoting equal employment opportunity and diversity in the workplace. Salary: $52,000 to $55,000 per year dependent upon experience.

No phone calls please.