Senior Accountant

Multi-Service Center’s (MSC) mission is to build a future without poverty by creating pathways to help, hope and dignity for our neighbors. By joining MSC, you will strengthen communities throughout South King County by reducing barriers to becoming economically stable.

At Multi-Service Center, we believe that diversity, equity and inclusion drives success for our clients, community, and employees alike. We are stronger as a team when we welcome diverse employees, perspectives, experiences and approaches to foster belonging and a more informed workplace.

MSC is currently seeking a full-time Senior Accountant to provide excellent customer service as well as monitor and assist with the safety and security of the building and our tenants including de-escalation utilizing diversity, equity and inclusion principles, enforcing building rules, providing resource navigation and assisting MSC staff with unit turnovers. Maintain service-delivery based on the knowledge of the Housing First model and harm-reduction policies.

The Senior Accountant reports to the Finance Director. This position is in our Federal Way office, with the potential of hybrid work after initial training.

Status and Schedule

- Exempt, Full-time, Monday to Friday 8:30 AM to 5:00 PM.

Overview of Responsibilities

- Mentor and supervise members of the accounting team.
- Review and post AR, AP, contributions, payroll transactions and journal entries.
- Perform online banking tasks.
- Prepare reconciliations for bank accounts and review reconciliations for revenue, payroll liabilities and credit cards.
- Work with grant team to prepare financial information for monthly invoices and accruals to ensure accuracy and compliance with grant terms.
- Support month-end and year-end closing processes including allocations, recognition of deferred revenue and use of restricted assets.
- Generate custom reports involving intermediate levels of financial analysis for documentation, reconciliation and reporting purposes.
- Assist in preparing monthly internal and external financial statements.
- Work with other members of the finance team to prepare documentation for the annual audit.
- Support Finance Director in preparing annual budget.
- Maintain fixed asset schedules.
- Review low-income housing financial performance.
- Ensure compliance with GAAP principles.
- Complete special projects as needed or requested.
- Act as backup to staff level accountants.
• Continuously review and document accounting processes in order to strengthen internal controls and create efficiencies.

**Requirements**

• Bachelor’s degree in Accounting, CPA preferred.
• 5+ years of relevant work or audit experience with non-profits.
• In-depth understanding of Generally Accepted Accounting Principles (GAAP).
• Expert knowledge (or willingness to develop expert knowledge) of Community Brands MIP Fund Accounting software.
• Advanced Excel.
• Proficient with email and Word.
• Strong attention to accuracy and detail in work performed.
• Ability to identify problems and opportunities and take initiative to analyze and address them.
• Excellent oral and written communication skills.
• Demonstrated success working independently with limited direction and ability to work collaboratively with the Finance Team as well as other employees and stakeholders.
• Familiarity with non-profit financial accounting statements and the audit process.
• Experience with general ledger functions and the month-end/year-end close process.
• Proven ability to handle multiple projects simultaneously.
• Willingness to learn and grow with the organization.

**Wage/Salary Range**

Grade: 17- $65.395 - $73.548 DOE

**Benefits**

• Medical Plans – employee premium as low as $40 per month for employee coverage.
• Dental and Vision – employer pays for employee coverage.
• Health, dental, vision coverage available for spouses/domestic partners, and dependents.
• Employer paid life (1x annual base pay) and long-term disability insurance (60%).
• Flexible Spending Accounts.
• Employee Assistance Program.
• Immediate participation in 401k available; three percent MSC contribution once eligibility is met, subject to annual board approval.
• Annual paid vacation (15 days to start); annual paid sick leave (12 days).
• 14 paid holidays (including your birthday!!).
• As a 501(c)(3) employer, full-time employment at MSC may qualify you for education loan forgiveness under the Public Service Loan Forgiveness (PSLF) or Temporary Expanded PSLF (TEPSLF).
• Adoption expense reimbursement of up to $500.
• Professional development opportunities.
• Fun team-building events including a holiday party and summer picnic.
• Free onsite parking.

**Join our mission!**

To apply, please send your resume and cover letter to jobs@mschelps.org.

No phone calls please.
Multi-Service Center is committed to creating a diverse and inclusive environment. MSC is proud to be an Equal Opportunity Employer. MSC welcomes all qualified applicants and 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.