



Financial Analyst

Join our team at the Multi-Service Center (MSC) and make a meaningful impact on our local community. Our mission is to build a future without poverty by creating pathways to help, hope, and dignity for our neighbors. At MSC, we believe that diversity, equity, and inclusion make us a stronger team to achieve our goals. By joining MSC you too can be part of the team that serves to empower individuals and help create thriving communities.

If you are passionate about non-profit service, have a genuine desire to help others, and have expertise as a financial analyst, we are excited to learn more about you. If you seek an opportunity that aligns with your purpose, we invite you to learn more about us, our values, our vibrant culture, and the exciting prospects that await you at MSC.

We offer a comprehensive benefits package that includes a choice of two health plans, dental and vision plan paid by the employer; life insurance (1X annual base pay) and long-term disability insurance (60%); FSA, HRA; 401K; 3 weeks of vacation to start, 12 days sick leave and 14 paid holidays including your birthday; Family building benefit up to \$3,000, and a Sabbatical program for tenured employees. You can find more information on the [Careers Page](#) of our website.

The **Financial Analyst** will prepare, audit, analyze, maintain, verify, document, and reconcile complex transactions and documentation in a non-profit accounting environment. With direction from the Chief Financial Officer, the financial analyst works closely with the accounting manager to achieve the organization's financial management goals. The financial analyst will assist with the company's financial operations through financial analyses, informational reports, bank and account reconciliation, technical accounting, and backup to accounts payable processing.

The **Financial Analyst** reports to the CFO and works on site at the Federal Way Headquarters with the possibility of working remotely after training is complete.

Status, Schedule, Location:

- Non-Exempt, full-time, generally Monday to Friday 8:30 AM to 5:00 PM. Federal Way headquarters.
- Travel may be required to other MSC locations and throughout King County.

Overview of Responsibilities:

Financial Reporting and Analysis:

- Assist with preparing financial statements, including balance sheets, income statements, and cash flow statements.
- Review, audit, and analyze statements for discrepancies and exceptions and initiate appropriate actions to correct discrepancies.
- Conduct financial analyses to identify, document, and monitor trends and variances, and recommend improvements and track changes.
- Reconcile general and subsidiary ledger accounts and research unusual activity and fluctuations.
- Perform bank reconciliations.

Budgeting and Forecasting:

- Assist with the development of budgets and forecasts.
- Assist Directors in analyzing expenditure vs revenue reports and forecasting reports.

Accounts Payable and Billing:

- Provide accounts payable backup by reviewing, approving, entering and posting all voucher batches for regular payment cycles and prepaying as necessary.
- Review reimbursements to ensure compliance with organizational policies.
- Oversee and authorize the closing of regular billing cycles to meet critical timelines.

Month-end and Year-end Processes:

- Support the month-end and year-end closing processes.
- Assist with internal and external audits.

Journal Entries and Processing Procedures:

- Prepare, coordinate, and review complex journal entries and other processing procedures to maintain the organization's financial integrity.

Fixed Assets and Accruals:

- Responsible for maintaining fixed assets, accruals, and other schedules.

Audit and Compliance:

- Investigate and resolve audit findings, account discrepancies, and non-compliance issues.

Tax Preparation:

- Assist in preparing federal, state, local, and special tax returns.

Systems Development:

- Contribute to developing new accounting systems, programs, and procedures.
- Support robust financial policies and procedure development.

Additional Responsibilities:

- Serve as subject matter expert for inquiries from external auditors.
- Handle other duties as assigned by the CFO.
- Work collaboratively within the department and with all programs in the organization.
- Attend professional development and training in learning about systems of oppression and poverty, DEI, and other pertinent topics in relation to service delivery.

Requirements

- Bachelor's degree, or equivalent experience in accounting is required. Applicants without the education required might be considered with at least four years of related experience plus the following:
- 2+ years of experience in financial analysis and accounting.
- Non-profit and single audit experience is highly valued.
- Strong knowledge of financial principles, practices, and regulations.
- CPA preferred.
- Possess a valid State Driver's License, auto insurance, and reliable transportation.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Experience in Community Brands MIP Fund Accounting software.
- Intermediate to Advanced Excel, Word, and Outlook skills.
- Familiarity with non-profit financial accounting statements and audit experience preferred.
- Excellent analytical, problem-solving, and critical thinking skills.
- Detail-oriented with a high level of accuracy.
- Ability to prioritize tasks and work efficiently under tight deadlines.
- Strong communication and interpersonal skills.
- Ability to work effectively both independently and as part of a team.

Wage/Salary Range:

- Salary: **MIN \$31.55 - MID \$35.19 - MAX \$40.46 Grade: 16**
- The ranges shown should be used as an estimate and are affected by many factors, including the critical need of the position, your overall experience and qualifications, and other considerations.
- At the moment of hire, the salary will be determined based on your qualifications and experience, with consideration given to a range extending from the **minimum to the midpoint**.

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.