



Senior Accountant

At Multi-Service Center (MSC), we believe that equity, connection, diversity, integrity, and belonging make us a stronger team to achieve our goals. Our mission is to uplift communities by increasing equitable access to advocacy, opportunities, and well-being. By joining MSC, you too, can be part of the team that works to empower individuals and help create thriving communities. If you are looking for something that contributes to your sense of purpose and impacts our local community, then you will want to know more about us, our values and culture, and our opportunity.

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.

Any job offer will be contingent on a satisfactory background check, as determined by MSC.

The **Senior Accountant** plays a key role in ensuring the organization's financial health and compliance with nonprofit funding regulations and Generally Accepted Accounting Principles (GAAP). This position performs advanced accounting and administrative tasks within the Finance Department, supporting key areas such as accounts payable, cash receipts, payroll, grant accounting, and property accounting. Working under the direct supervision of the Finance Manager or Accounting Manager, this role ensures compliance with GAAP, internal policies, and grant requirements.

The **Senior Accountant** is responsible for executing routine and complex accounting assignments, maintaining financial records, and preparing accurate reports according to deadlines. While the role may involve initiative and problem-solving, it follows established procedures and requires supervisor review for changes in policy, unusual transactions, or process improvements. The position may assist with audits by gathering required documentation and responding to auditor requests, and plays a key role in month- and year-end close processes.

The **Senior Accountant** reports to the Accounting or Finance Manager. This position primarily works on Mondays to Fridays at the Federal Way location.

Status, Schedule, Location:

- Non-Exempt, Regular, full-time.
- Monday to Friday 8:30 AM to 5:00 PM.
- Headquarters 1200 S 336th Street, Federal Way, WA.

Wage/Salary Range:

- Salary Grade 16: **MIN: \$33.82 \$ MID: \$38.49**, MAX: \$44.25
- 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.**
- 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.

Overview of Responsibilities:

General

- Perform complex accounting analysis and reconciliation of financial transactions on a regular basis.
- Independently manage accounting functions and provide support across finance operations.
- Ensure adherence to policies and procedures related to finance and document management.
- Identify opportunities for process improvement in conjunction with their supervisor to recommend and implement them to enhance efficiency and accuracy.
- Assist with month-end and year-end closings and financial audits.
- Serve as a point of contact for financial inquiries and provide excellent service to internal and external stakeholders.
- Manage vendor communications with professionalism, resolving any issues, and maintaining positive relationships.
- Collaborate with internal teams to ensure compliance with company policies and procedures.
- Maintain and improve internal controls and ensure accurate financial documentation.

Accounts Payable

- Review accounts payable check discrepancy reports and complete corrections promptly, including voiding and reissuing checks as necessary.
- Prepare journal entries for necessary corrections or adjustments.
- Conduct analyses and develop reports summarizing accounts payable statistics, including volume, error activity, and timing.
- Maintain vendor files, set up new vendors, verify W-9 forms, and ensure accurate regulatory reporting, including the preparation and filing of 1099s.
- Regularly monitor accounts payable aging reports and vendor statements to resolve outstanding balances and discrepancies proactively.

Cash Receipts

- Process daily cash receipts, prepare and make deposits to the bank account.
- Ensure receipts agree with cash deposits and that all cash activities are deposited to the proper accounts.
- Prepare reports, correlate cash and cash accounts, and make the appropriate corrections.
- Review and reconcile daily cash activity to the general ledger to facilitate the closing process.
- Receive and balance cash receipts; allocate revenues to proper cost accounts; post revenues.
- Receive mail, direct payments from the public and others, and prepare receipts.

Payroll Assignment

- Organize and schedule payroll work to meet standards for accuracy and deadlines.
- Calculate and process journal vouchers for biweekly payroll cycles.
- Work with HR on changes or updates to payroll systems, fringe benefits, tax laws, and deductions.
- Compile payroll data and prepare related reports.
- Ensure system integrations and mapping between payroll and accounting systems.
- Responsible for W2 filings at year-end.

Grant Accounting Assignment

- Prepare grant-related journal entries, grant vouchers, and invoices.
- Perform complex booking, analysis, and reconciliation of grant payables, receivables, encumbrances, and expenditures.
- Prepare forecasts and resolve accounting issues.
- Identify and communicate grant issues with the compliance manager and program officers.
- Act as the primary fiscal contact for funders.
- Coordinate the budgeting process and monitor all grant-related documentation and compliance through the grant's life cycle.
- Prepare audit schedules and SEFA expenditure reports related to restricted grants.

Property Accounting Assignment

- Review rent rolls, accounts receivable, and tie reports to the general ledger.
- Review monthly statements and monitor income/expenses versus budget.
- Review third-party property reports for accuracy and completeness.
- Manage construction & capital projects/major repairs accounting and reporting.
- Prepare ad hoc reports for debt compliance or other needs.
- Research technical accounting issues.
- Communicate with third-party property managers.

Additional Responsibilities:

- Work with the HR team to ensure employee data and benefits are correct and reconciled per paycheck.
- May be assigned additional duties consistent with the responsibilities and classification of the Senior Accountant role
- Travel to MSC (Multi-Service Center) offices and program meetings throughout south King County and Seattle.

Requirements

- High School Diploma or equivalent
- Bachelor's degree, or equivalent experience in accounting preferred.
- 5 years of relevant work or experience required.
- 3+ years of payroll experience is highly desired.
- Non-profit and single audit experience is highly valued
- Current driver's license, auto insurance, and reliable transportation.
- High level of accuracy, attention to detail, and analytical thinking.
- Time management and superior organizational skills are a must.
- Excellent interpersonal and communication skills, with a service-oriented mindset.
- Ability to manage multiple priorities, meet deadlines independently and multitask.
- Ability to identify issues and opportunities; analyze and address them with senior management.
- Demonstrated success working independently with limited direction and ability to work collaboratively with the Finance team and other employees and stakeholders.
- Use of discretion to maintain fiscal, personnel, and client confidentiality.
- Proven ability to handle high volumes of demand and projects simultaneously.
- Strong understanding of nonprofit accounting principles, fund accounting, and GAAP.
- Knowledge of federal grant requirements, especially Uniform Guidance (2 CFR Part 200).
- Advanced Excel and accounting software skills (e.g., Blackbaud, Community Brands MIP Fund Accounting software, RAMP).
- Familiarity with non-profit financial accounting statements and audit experience preferred.
- Experience with general ledger functions and month-end/year-end closing processes.

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.