



## Accountant I

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<b>Division:</b> Finance & Administration	<b>Job Status:</b> Regular
<b>FLSA Status:</b> Exempt	<b>Reports To:</b> Chief Financial Officer
<b>Grade/Level:</b>	<b>Amount of Travel Required:</b> Overnight travel (<10%)
<b>Job Type:</b> Full-Time	<b>Work Schedule:</b> Monday-Friday 8:00 a.m. – 5:00 p.m.

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### POSITION SUMMARY

Process accounting transactions to ensure accurate and timely accounting records and financial reports are maintained.

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### ESSENTIAL FUNCTIONS

1. Under the general supervision of the Accounting manager, with oversight from the Chief Financial Officer, performs general cost accounting, payroll functions, accounting records, and other related duties in daily administration of accounting department. May also include grants accounting.
2. Accounts payable processing duties also include the data entry for credit card purchases.
3. Performs accounts payable duties such as verifying invoices for payment, ensuring expenditures are charged to appropriate general ledger accounts, activity classes and customer jobs as applicable.
4. Maintains accounting records for fixed assets.
5. Assists outside auditors at year-end to include preparing schedules, invoices, providing explanation of supporting materials and procedures, and preparing any other necessary data.
6. Maintains records of all financial documents with appropriate supporting material. Updates records as necessary.
7. Provide valuable input to the accounting and finance team related to process improvement and internal controls.
8. Responsible for properly filing within the accounting files to ensure adequate documentation supporting the underlying accounting records is maintained and readily accessible.

### ADDITIONAL RESPONSIBILITIES:

1. Amex: Posting all receipts in correct GL account and class.
2. A/P, post into correct GL accounts and class (includes processing credit cards on line)
3. Process all guest worker checks and spreadsheet for growers in/out of U.S.
4. Prepare spreadsheets for data input analysis.
5. Filing A/R, A/P, and guest worker checks.
6. Assists with filing all appropriate tax forms and reports (i.e., nonprofit related) with government agencies as assigned.
7. May perform grants accounting to include ensuring that grants expenditures are within budget, monthly issuance of reports of expenses to investigators. Prepares quarterly NIH reports and letter of credit reports. Includes compiling data, reconciliation, preparing summary, closing, maintaining appropriate documentation. Performs other related duties as required.

## **KNOWLEDGE AND EXPERIENCE**

- AA degree or equivalent to appropriate two-year college degree program.
- Two (2) to three (3) years' accounting experience plus knowledge of computerized accounting system, ability to work with detail, and good organizational skills.
- Proficiency in QuickBooks Pro.

## **SKILLS & ABILITIES**

- Ability to work in a fast-paced environment with frequent interruptions.
- Ability to maintain current filing system in an organized manner.
- Ability to perform duties independently.
- Recommends, designs, and implements controls based on department objectives.
- Consults with supervisor regarding major policy decisions, major expenditures, and unusual problems.
- Ability to travel by plane or automobile with overnight stays approximately 10% of time.

## **SUPERVISORY RESPONSIBILITY:**

N/A

## **PHYSICAL DEMANDS**

Sitting for extended periods, bending, walking, reaching, standing, and grasping. Speaking and listening while using the telephone. Grasping of paper files, carrying, hand movement, constant typing, using a mouse, and viewing information on a computer screen.

## **WORK ENVIRONMENT**

Typical office environment.

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## **How to Apply**

Please submit a cover letter, resume and wafla job application **by June 28, 2019** to:

Wafla Human Resources  
8830 Tallon Lane NE., Suite C  
Lacey, WA 98516

**OR**

Email to: [ppeters@wafla.org](mailto:ppeters@wafla.org)