

Accounting Technician

Position Description

The Accounting Technician will process Accounts Payable, Accounts Receivable, Payroll, billing and other general accounting tasks as needed. This is a full-time hourly position.

Responsibilities

The duties of this position include and are not limited to the following:

- Process Accounts Payable, review invoices for accuracy, proper documentation and approval, code to appropriate program, funding source and general ledger account.
- Process grant billings monthly, maintain accurate grant accounting records and proper source documentation.
- Process Accounts Receivable monthly, record the payments from our grantors and tenants.
- Prepare deposits identifying the source and maintaining documentation.
- Produce monthly payroll and payroll draw. Maintain payroll reports and source documentation. Prepare payroll direct deposit, tax deposits and garnishments.
- Prepare routine monthly journal entries.
- Manage schedules of prepaid items and benefits costs.
- Prepare agency fundraising report monthly.
- Assist the Accounting Manager in monitoring budgeted spending.
- Maintain organized filing system for all accounting records.

Accounting Technician

Qualifications & Requirements

- Associates Degree in accounting and two years experience with a computerized accounting system preferred, *or* Four years experience performing a wide range of accounting duties in a computerized accounting system. Equivalent experience will be considered.
- Proficiency in Microsoft Office products (Excel, Word, and Outlook).
- Excellent verbal and written communication skills.
- Excellent attention to detail.
- Ability to establish and maintain effective working relations with staff and associates.
- Commitment to respecting individual differences and serving diverse population.
- Positive, problem solving attitude with a willingness to provide and seek guidance from team members.
- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish or sign language are preferred and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

DVSAS Mission

The Mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

Pay Range

This is a non-exempt position that pays \$37,000—\$47,000 per year. Starting salary is generally offered within the beginning third of the pay range.

Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

How to Apply

Submit a resume, cover letter, and application (found at DVSAS.org) to Mhoglund@dvsas.org.



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Bellingham, WA 98225
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Fax: 360.647.6015 | dvsas.org

TOLL FREE
1.877.715.1563
24 HOUR HELPLINE
1.360.715.1563

accepts 711 and other relay calls
Se habla español.