



The Diocese of Olympia

Position Description

POSITION TITLE: Staff Accountant

STATUS: Non-exempt; fulltime

REPORTS TO: Accounting Manager

POSITION PURPOSE: This fulltime position in a 4-person accounting office is responsible for general ledger fund accounting, as well as payroll tracking and processing. Reports to and assists the accounting manager.

DUTIES:

(a) General Ledger Fund Accounting

- Maintain fund accounting for organization funds.
- Use MIP accounting system to create new accounts when necessary.
- Participate in month end (soft close).
- Assist with the budgeting process; verifying accounts, coding, and importing into MIP.
- Assist with creating monthly budget reports.
- Participate in year-end close (hard close).
- Maintain investment fund, including monthly transactions and reconciliation.
- Reconcile bank accounts.
- Initiate routine operating journal entries.
- Research accounting questions.
- Accounts Payable and Cash Receipts
- Financial statements with supporting schedules
- Other duties as assigned

(b) Payroll Accounting

- Participate in production of payroll.
- Track vacation, sick leave, work compensation and sick pool records.
- Verify time sheets submitted by staff.
- Prepare 941 quarterly tax returns and W-2, W-3 forms.
- Implement EWS (a self-service employee website)

(c) General

- Participate as a member of the Office of the Bishop staff and accounting team.
- Attend monthly staff meetings, trainings and retreats.
- Attend and achieve certification (if required) in the following programs: Safeguarding God's Children; Safeguarding God's People; Fierce Conversations; Intercultural Competency training; College for Congregational Development.

QUALIFICATIONS:

- BA or BS in accounting or finance.
- Minimum 3 years accounting and payroll experience.
- Understanding of General Ledger accounting required.
- Nonprofit experience and knowledge of MIP and Crystal Reports (or Sage and Crystal reports) desirable
- Strong communication skills and the ability to translate financial information to those with no financial background.
- Excellent attention to detail and ability to multi-task and meet deadlines.
- Ability to work independently with limited supervision.
- Experience with Microsoft Office – especially Excel.
- Ability to work occasional weekends and evenings.