



heal  
restore  
transform

## ACCOUNTING ASSISTANT

### **KEY INFORMATION**

Reports To: Finance Manager  
Key Relationships: Directors, Managers, Staff, Vendors, Volunteers  
Effective Date: April 2021  
Hours: Part-Time, 30 hours per week  
Job Classification: Hourly, Non-Exempt  
Compensation: \$20-\$22 per hour, DOE; 401(k) plan; PTO: vacation, personal and sick time

### **SUMMARY**

Assists Finance Manager in timely and accurate financial reporting of all organizational activities and daily accounting functions of organization. Supports Finance Department by processing and posting transactions, performing reconciliations and following up on inquiries from staff and vendors.

Due to the homelessness crisis in King county, Vine Maple Place is expanding to serve more families in need.

### **RESPONSIBILITIES**

- Accounts payable processing including new vendor set-up, invoice entry, check issuance and 1099 filings.
- Prepares and posts month-end journal entries including but not limited to prepaid and shared allocations, depreciation, and in-kind
- Reconciles actual bank deposit to eTap deposit report and prepares deposit for entry into general ledger.
- Completes various monthly general ledger and bank account reconciliations.
- Tracks donated vehicle disposition, repairs, and vehicle value.
- Processes semi-monthly payroll including collection, entry, and analysis of time.
- New hire processing including set-up and tracking of paid time off and payroll deductions for medical and dental coverage, 401(k) contribution, and federal taxes.
- Pulls information and completes schedules for annual external audit, 990, Secretary of State Annual Report, Secretary of State Annual Charitable Organization Renewal and various other state and federal filings.
- Oversees volunteer in gift card process, including logging of donated and purchased cards, disbursements, transfers and performing periodic inventory.
- Other duties as assigned.

### **QUALIFICATIONS**

- Have a personal relationship with Jesus Christ and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Maintain an acceptable background check and ability to pass a drug test.
- Solid understanding of Vine Maple Place's mission and strategic plan.
- Strong oral, written and interpersonal communications skills.
- Ability to work under pressure.
- Ability to prioritize and organize workload and special projects to meet deadlines both internal and external.
- Ability to work independently, take initiative and exhibit flexibility.
- Ability to handle confidential and sensitive information.
- Personal characteristics: organized, self-motivated, and detail-oriented.

### **EXPERIENCE AND EDUCATION**

- Associates degree in accounting or related field.
- Minimum 2-4 years of accounting experience.
- Non-profit accounting experience preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Computer skills: Proficient in Excel, Word, Outlook, and internet navigation.
- Able to work well with others in a collaborative and respectful manner.
- Able to multi-task and deal with complexity on a frequent basis.
- Ability to maintain a professional demeanor and confidentiality.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

**Send all Inquiries, Resumes and Cover Letters to: [Info@VineMaplePlace.org](mailto:Info@VineMaplePlace.org)**