

Mt. Si Senior Center, a non-profit organization, is currently hiring a FT, full-charge bookkeeper. This is a great local position in Snoqualmie Valley working for an organization that does great things for our residents.

Position Summary: Responsible for all aspects of company bookkeeping, payroll, financial reporting, month- and year-end reporting, A/P, and related administrative duties.

Essential Job Functions:

- All account payables including writing checks, reconciling purchase orders, reconciling vendor statement and documenting all paperwork.
- Accounts receivable including monthly reports, preparing and making deposits, and documenting all paperwork.
- Performing monthly bank reconciliation.
- Maintaining chart of accounts into accounting software.
- Periodically reviewing general ledger for input accuracy.
- Ensure payroll is prepared properly and on time in Paychex.
- Perform month-end reporting for review by Executive Director and Board of Directors.
- Prepare year end 1099 and W2's.
- Other duties as assigned.

Qualifications:

- Minimum 5 years experience as a full charge bookkeeper
- Strong organizational skills
- Dependable and deadline-driven
- Working with non-profits a plus
- Outstanding attention to detail
- Good written and verbal communication skills
- Ability to focus in an often high energy environment is a must
- High degree of integrity and ability to maintain confidentiality is essential.
- Must be able to work on-site, Mon-Fri from 9am – 5pm
- Experience with A/P, A/R, Payroll, Bank account reconciliation, accounting duties associated with HR (401k, medical, dental)
- Financial reporting including: Balance sheets, P&L, Journal entries, statements of cash flow, budgets, audits, year-end taxes
- Experience with QBO (QuickBooks Online)
- Proficient in MS Office products

To apply, please send cover letter and resume including salary requirements to:

- Via mail to: Mt. Si Senior Center, Attn: Susan, PO Box 806, North Bend, WA 98045.
- Via email to: [Susan@MtSiSeniorCenter.org](mailto:Susan@MtSiSeniorCenter.org) with the subject line: "Accounting"

No phone calls please. This position requires that you fill out an application and pass a background and credit check.