



Accounts Payable Clerk

REST JOB DESCRIPTION

REST SUMMARY REST exists to provide pathways to freedom, safety, and hope for victims of sex trafficking and people involved in the sex trade. As part of the City of Seattle's Coordinated Effort Against Sexual Exploitation, we provide prevention, intervention, and restoration services all with the vision of making our community free of sexual exploitation. We are motivated and inspired by our faith as a Christian organization, though we are dedicated to serving people of all faiths and backgrounds through our programs.

ROLE SUMMARY The Accounts Payable position will lead all day-to-day operations of the accounts payable department, including accounts reconciliation, accounts payable and recording accounts receivable, general ledger, payroll, audit, and financial record keeping. Additionally, this position will work to ensure fiscal compliance for grant expenditures. Desired individual will have advanced experience with Quickbooks for Non Profits, experience working in the nonprofit setting, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well in a fast-paced environment. This position reports directly to the Director of Finance and Administration.

RESPONSIBILITIES

- Maintain book of accounts: A/R A/P, credit card & reconciliation, petty cash, indirect expense allocations, & journals
- Complete payroll functions using Payroll Northwest for both hourly and salaried employees, including all reporting
- Maintain accurate and timely distribution allocation and reporting for REST 403b retirement account
- Prepare monthly/quarterly/year-end financial statements for Executive team & Board of Directors
- Oversee internal system of handling funds, such as reimbursements, petty cash, fundraising income, record retention
- Provide support for grant management: building grant specific budgets, building compliance processes, and handling post-award financial procedures to ensure compliance,
- Act as the financial point of contact when necessary for grant management
- Maintain current & accurate financial record keeping and documentation in Quickbooks, in accordance with company policy and accepted accounting practices
- Conduct regular account audits, including reconciliation to donor management software Etapestry
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities
- Maintains accounting ledgers by verifying and posting all account transactions
- Monitors accounts to ensure payments are up to date, including electronic transfers and auto payments
- Pay vendors; schedule and prepares checks; resolving invoice or payment discrepancies and documentation
- Maintain petty cash by recording entry; verifying documentation
- Keep up to date payroll records and pays employees via Payroll Northwest by receiving timecards and verifying for accuracy;
- Maintains historical records by filing documents per company standard
- Maintains 1099s and provides support with 990 tax preparation
- Assist with preparation for any audits/tax documentation/requested financial reporting for grant applications/reviews
- Provide ongoing support for account moves/adds/changes
- Safeguard financial data, including security and computer backup
- Perform or assist with special projects and duties as assigned

QUALIFICATIONS

- Possesses 3-5 years accounts payable, general ledger and nonprofit accounting experience
- Knowledge of Quickbooks Nonprofit accounting software
- Knowledge of general accounting procedures & GAAP standards
- Experience in administering federal grants preferred
- Proficient in Windows or Macintosh operating systems and with Microsoft Office, Google Drive, internet, data entry and management, Etapestry and Payroll Northwest experience a plus
- Anticipates needs without oversight, focuses on tasks at hand and efficient follow-through

- Strong administrative skills along with interpersonal skills in working with a variety of personalities and situations
- Ability to effectively organization and prepare back up documentation to support any financial information reported externally
- Alignment with the REST values and statement of faith.

Schedule: Part-time, approx 24 hours a week (hours may shift with workload depending on fiscal cycle)

Location: REST Office, Seattle, WA

Compensation: \$20.00 - \$30.00/hour DOE