



# JOB POSTING - ANNOUNCEMENT

## Accounting Coordinator

Kent Youth and Family Services (KYFS) is hiring an Accounting Coordinator to work at our main office in downtown Kent. This job is ideal for someone wishing to gain experience doing general accounting in all areas of accounting for a medium sized non-profit agency. Previous experience with non-profit accounting, payroll and/or non-profit organizations is preferred but not required. We are looking for a candidate with critical thinking skills and take on projects and lead them from beginning to end.

This position is responsible for accounts receivable, accounts payable, processing payroll, assist with benefits administration, monthly account reconciliations, preparing monthly reports and assisting on annual audit through preparation of schedules.

### **DO YOU HAVE THE BELOW QUALIFICATIONS? If yes, please apply!**

- Two or more years related experience.
- A BA/AA degree in accounting, finance or related field or equivalent experience and ability to demonstrate equivalent understanding of accounting, finance or related field.
- Experience and working knowledge of Excel and Word.
- Experience with any accounting software, CYMA Not-For-Profit accounting software a plus.
- Proficient with GAAP.
- Financial Accounting Standards Board (FASB) for Not-for-Profit entities.
- Strong analytical skills, attention to detail, and time management skills with the ability to prioritize, multi-task, seek out and use resources to execute tasks to meet deadlines, and manage multiple competing priorities and projects at the same time.
- Professional and support-service oriented to effectively interface with all levels staff, clients & general public.
- Work independently with minimal supervision, work in a team and ability to problem solve.
- Excellent written and verbal communication and presentation skills.
- Respect and maintain strict confidentiality, including HIPAA compliance required.
- Experience working with and appreciation for diverse populations.
- Pass a Washington State Patrol Background check and/or other criminal background checks as required.

### **COMPENSATION & BENEFITS:**

- **JOB TYPE/SCHEDULE:** Full time, Mon to Fri - flexibility with work hours, with some remote work available.
- **PAY:** \$24 to \$26 per hour/DOE
- **BENEFITS:** Full Time staff are eligible for: Company paid 403b retirement per plan requirements with a current contribution is at 5% after one year of employment; paid medical, dental, vision, life and LTD insurance for employee's; 9 paid holidays; 2 paid floating holidays; up to 3 weeks of vacation 1<sup>st</sup> year of employment; and up to 12 paid sick days per year.

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

Work is performed in an office environment with extensive periods of time sitting and using a computer. Be able to move to/from the office and through out the buidlng multiple times throughout the day. Manual dexterity to operate a variety of office equipment. Some lifting to move accounting files and boxes.

**OPENS:** 9/7/2022

**CLOSES:** When filled.

### **HOW TO APPLY:**

Kent Youth and Family Services is an Equal Opportunity Minority/Female/Individuals with Disabilities/Protected Veteran and Affirmative Action Employer. We hire qualified candidates without regard to age, race, religion, color, sex, sexual orientation, gender, gender identity, national origin, ancestry, citizenship, protected veteran or disability status, or any factor prohibited by law.

- Apply on Indeed, or submit cover letter & resume to [staciar@KYFS.org](mailto:staciar@KYFS.org), Fax 253-373-9441 or Mail to:  
Kent Youth & Family Services  
Attn: Stacia Russell  
232 2nd Ave S, #201  
Kent, WA 98032

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