

Job Posting: Accounting Assistant

Vision House is a 501 (c) (3) non-profit Christian transitional housing program for homeless men, women and their children. Vision House is committed not only to the families we serve but to our employees as well. As an organization, we encourage a healthy work-life balance because we value you and your family. We believe in Christ-centered integrity, helping and service, achievement, respect and teamwork. Working for a Christ-centered organization allows you to grow in your faith and be the hands and feet of Jesus. Your work in Accounting gives you the chance to show God's love to our clients and staff.

Full Time, 40 hours per week, Non-Exempt

Rate of Pay: \$15.00 - \$18.00 per hour, DOE

Location: Renton, WA

Responsibilities:

Responsible for maintaining and processing accounting records in a non-profit organization. Daily operations consist of data entry of cash disbursements, accounts payable, cash receipts, donation processing, accounts receivable, bi-monthly payroll processing and reconciliation of accounts on a monthly basis.

Qualifications:

- Minimum of 3 years' experience in Accounting or bookkeeping.
- Direct experience with computerized accounting systems and spreadsheet applications including QuickBooks Pro or similar software.
- Demonstrated ability to work independently and manage deadlines, manage competing priorities and maintain high standards for accuracy, productivity and confidentiality.
- Experience using Word and Excel.
- Experience with Donor Perfect a plus.
- Experience processing payroll, with health insurance and retirement benefits a plus.
- Ability to reconcile accounts and transfer information.
- Data entry and word processing skills.
- Self- motivated and self-directed.
- Strong written and verbal communication skills.
- Strong aptitude for numbers and spreadsheets.
- Able to use 10-key by touch and handle high volume of data/information.
- Knowledge of bookkeeping and accounting best practices, laws and standards and GAAP.
- Familiarity with finance regulations and month end processing.
- Child Care billing a plus.
- Ability to pass background check.
- Ability to sign our Statement of Faith.
- Working knowledge of Christ-centered servant leadership.
- Ability to work well as part of a team or independently.

Email resume to Noreen Graham (HR): noreeng@visionhouse.org or call 425-228-6356