

## **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: DOE**

**Location: Renton, WA**

### **Responsibilities:**

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

### **Qualifications:**

- Minimum of 3 years' experience in Accounting or bookkeeping.
- Direct experience with Quickbooks Pro.
- Demonstrated ability to work independently and manage deadlines, manage competing priorities and maintain high standards for accuracy, productivity, and confidentiality.
- Proficiency in Excel, Word and data entry.
- Experience with Donor Perfect a plus, or similar non-profit donation system.
- Experience processing payroll, with health insurance and retirement benefits a plus.
- Ability to reconcile accounts and transfer information.
- 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 if 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@vision-house.org](mailto:noreeng@vision-house.org) or call 425-228-6356**