



Staff Accountant
Seattle, WA
Full-time/Non-Exempt
<https://nwirp.org/join/jobs-internships/>

SUMMARY:

Northwest Immigrant Rights Project seeks a dedicated and detail-oriented **full-time Staff Accountant** to join our Finance Team in Seattle, WA. Our dedicated team of four is the backbone of financial support for all four offices of our organization, ensuring everything runs smoothly behind the scenes.

The staff accountant will share the responsibilities for accounts payable and accounts receivable functions on an accrual basis, including payments to suppliers, contractors, and employee reimbursements as well as payroll functions. Proficiency in payroll processing software, SAP Concur, and MIP accounting software is highly desirable.

Under NWIRP's current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption). Staff may choose to wear a face mask in the workplace, but it is not currently required. At the time of this posting, NWIRP is operating in a hybrid model, and some in-office work will be expected of this position (at least two days per week).

This position is expected to begin as soon as possible. A minimum two-year commitment to this position is expected.

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, Northwest Immigrant Rights Project (NWIRP) is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. With over 140 employees, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

BENEFITS AND COMPENSATION:

This is a non-exempt, hourly position, with a 35-hour regular work week. The beginning annual salary for candidates with no experience is \$66,531.38 (\$36.55 per hour) and is higher depending on years of directly relevant experience. For example, for someone with 10 years of directly relevant experience, the annual salary would be \$77,950.77 (\$42.83 per hour); 20 years is \$89,043.22 (\$48.92 per hour).

NWIRP is proud to be a unionized employer, and this full-time position is covered by NWIRP's Collective Bargaining Agreement (CBA). NWIRP offers a generous benefits package, which currently includes:

- Fully-paid health, vision, and dental plans for employee-level coverage with employer-funded HRA and HSA options

- Employer pays 50% of premiums for dependent coverage
- Health Care and Dependent Care FSA accounts
- Employer contribution of 3% of salary to 403(b) retirement plan
- Paid health-related leave (12 days per year)
- Generous paid vacation (16 days during your first year)
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with State-paid leave
- 14 paid Holidays with the ability to float 5 holidays
- Subsidized transit pass if based out of Seattle
- Employer-paid disability, life/AD&D, and long-term care insurances
- Four weeks of paid sabbatical after every five years of employment at NWIRP
- Eligibility to earn compensatory time
- Relocation bonus for eligible new employees, pursuant to CBA

NWIRP is also an eligible employer under the Public Service Loan Forgiveness Program.

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process. Please contact HR@nwirp.org.

RESPONSIBILITIES:

The Staff Accountant will have primary responsibility for some of the areas listed below and will serve as backup in the remaining areas, as directed by the Finance Director:

Accounts Payable (AP)

- Receive and record invoices, employees' reimbursement and check request forms with proper supervisor approval and backup documentation.
- Pay invoices, check requests and employees' reimbursement requests by printing checks (or uploading ACH payments). Obtain authorized signatures for checks and distribution.
- Ensure all expenses have proper backup, received either in hardcopy or electronically before payment (invoice, check request, supervisor approval, and documentation of goods received or services performed) and coordinate proper coding of expenses.
- Set up new vendors before payment, obtaining W-9 forms and coding as 1099 vendors when appropriate and setting up to receive ACH payments when requested/authorized. Issue 1099-MISC forms annually.

- Receive monthly downloaded credit card expenses and send out to cardholders using the credit card expense form for coding into MIP. Communicate with staff on missing receipts and descriptions.
- Ensure accurate filing/recordkeeping for all AP payments and backup documentation whether via check, ACH or online payments. Whenever possible/practical promote conversion to electronic format.
- Maintain security of check stock and order as needed.
- Reconcile quarterly and ensure the correct contents/balance of General Ledger balance sheet accounts for which one of the Staff Accountants is the primary user, e.g., prepaid expenses, credit card payable, employee receivables.
- Review stale checks and reprocess as necessary.

Accounts Receivable (AR)

- Record cash receipts activity to ensure proper coding, booking of all revenues and receivables, in coordination with Development and the Finance Director.
- Record pledges receivable and reconcile the same with the subsidiary records in the Raiser's Edge fundraising software in coordination with the Development Unit; ensure proper period and year end cut-off for posting of pledge revenue.
- Write-off of pledges receivable to the allowance for doubtful accounts, in coordination with the Development Unit and with Finance Director approval. Generate and record billings for other receivables as requested by the Finance Director.
- Reconcile bank and investment accounts monthly to the general ledger to ensure proper coding and documentation.
- Prepare and maintain a monthly investment roll-forward schedule.
- Maintain and record in-kind contributions for internal volunteer hours in coordination with the Grants and Contracts Director for attorney in-kind services.
- Maintain orderly electronic and paper records of AR transactions, and work with the other staff accountants to help to implement records organization, retention, and storage.
- Reconcile balance sheet accounts for accounts receivable and payroll accounts at least quarterly, as well as assisting with other reconciliations as requested by the Finance Director.

Other Responsibilities

- Prepare, process and review bi-weekly payroll for all staff, including calculating step increases, compensatory and overtime payout, vacation payout, supervision bonuses and retroactive pay when necessary.
- Assist with the annual audit and tax preparation, including preparation of audit and tax schedules, compiling documents for review and responding to requests from auditors and tax preparers, as requested by the Finance Director.
- Record accounting entries for, and maintain spreadsheet summaries of, fixed assets and depreciation annually.
- Prepare quarterly tax filings (L & I and B & O) and annual filings with the State and local governments for corporate and charitable registrations; maintain the list of all required quarterly and annual required government filings.
- Coordinate with the Finance Director to ensure fiscal deadlines and timelines are met.
- Prepare adjusting journal entries as needed or at the request of the Finance Director.
- Other duties and tasks as assigned by the Finance Director.

Physical demands: While performing the duties of this job, you are regularly required to be stationary and mobile; communicate over phone and operate keyboards, computer and other peripherals; utilize a phone, computer, keyboard.

SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to immigrant rights and eagerness to support [NWIRP's mission, vision and values](#).
- Bachelor's or Associate's degree in accounting preferred, but equivalent experience will be considered;
- Minimum of 1+ year accounting experience, accounting experience in nonprofit sector preferred;
- Knowledge and experience with GAAP accounting, accounts receivable/payable, and payroll;
- Excellent written and verbal communication skills, and ability to organize information in a clear and concise manner.
- Ability to work with detailed information with a high degree of accuracy;
- Ability to be accurate and meet deadlines in a high-volume setting;
- Ability to learn and follow procedures quickly;
- Commitment to working in a diverse working environment;
- Embraces process improvement and is comfortable making recommendations;
- Strong organizational skills;
- Ability to work independently and as a team player;
- Familiarity with MIP (or ability to learn), online payroll systems, web-based software, MS Word and Excel.

REPORTS TO:

Finance Director

TO APPLY:

Apply through the [NWIRP Career Page](#). Please upload a single-file document containing your cover letter, resume, and a list of (3) references. In your cover letter, please indicate:

- a) Your passion for immigrant rights.
- b) Your suitability for the role.

For full consideration, please apply by July 22, 2024. Applications will be accepted on a rolling basis until the position is filled.