



## **JOB POSTING**

### **ACCOUNTING ASSISTANT**

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Would you like to be part of the premier woman's organization in Snohomish County? Domestic Violence Services of Snohomish County (DVS) is dedicated to ending domestic abuse by providing a wide range of services for victims and facilitating social change. Every day our staff, volunteer teams, and Board of Directors work side-by-side to determine the needs for our agency.

#### **GENERAL SUMMARY**

The Accounting Assistant is responsible for accounts receivable/payable data entry and processing.

#### **ESSENTIAL DUTIES:**

Primary responsibilities will include but not limited to the following:

- Entering The New & Again Thrift Shoppe sales
- Processing cash receipts & bank deposits
- Grant billings
- Reviewing and posting AP batches
- Payroll Journal entries
- Bank reconciliation
- Month end close Journal entries
- Preparation of 1099s annually per IRS requirements
- Maintaining and reviewing General Ledger
- Entering annual budget in MIP fund accounting

#### **MINIMUM QUALIFICATIONS:**

- Knowledge of Accounting principle and practices
- Two to five years experience in accounting in a similar supportive position
- Strong skills in Excel, experience with other computer applications including Word and Outlook.
- Knowledge of MIP Fund accounting preferred, but not required.
- Fast and accurate data entry skills
- Ability to communicate effectively both orally and in writing.
- Demonstrate ability to work with little supervision and complete assigned work in a timely manner.

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws.



Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

This is a full time, hourly position reporting to the Finance Director. The typical schedule is Monday through Friday 8:30am to 5:00pm. DVS provides a comprehensive salary and benefits package that includes health insurance, long term disability, and generous paid vacation and sick leave.

To be considered for the position, candidates should review the application packet\*, submit a completed DVS Application Form, current resume and cover letter outlining the qualifications and salary expectations to [lin@dvs-snoco.org](mailto:lin@dvs-snoco.org).

Or send to:

Attn: Office Manager  
Domestic Violence Services of Snohomish County  
P.O. Box 7  
Everett, WA 98206

Fax 425-258-5976

Only candidates that meet the posted qualifications will be contacted by our recruiter.

\* <http://dvs-snoco.org/who-we-are-employment/>