

Grant Billing and Accounting Coordinator

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 Grant Billing and Accounting Coordinator will provide assistance in a multitude of accounting activities related to Grant Billing and Accounts Payable. This role will also serve as a backup in the Finance department as needed.

ESSENTIAL DUTIES

- Organize and maintain records of all grant-related program data
- Coordinate the flow of grant-related financial spend-downs and projections
- Maintain monthly and quarterly invoicing protocol to generate grant reimbursements
- Develop and monitor templates used for on-going data collection; prepare and submit monthly statistics reports; and assist with monitoring grant-specific outcomes and outputs
- Work cooperatively with all staff; participate in Department and agency-wide staff meetings and planning sessions.
- Enter contributions into Raiser's Edge
- Assist with Accounts Payable duties such as entering invoices and printing checks as needed
- Communicate with all staff and community members in a manner that reflects respect and equality for individuals of diverse backgrounds.
- This person will also serve to support and back-up other team members within the Finance department as needed.

MINIMUM QUALIFICATIONS

- High School diploma or GED certificate or equivalency
- Experience with database entry and developing data-centered reports
- Excellent verbal and written communication skills
- Demonstrates advanced experience with Excel
- Proven ability to manage a high level of detail and to meet multiple co-occurring deadlines
- Proven ability to work collaboratively with internal teams and community partners

This is a full time, hourly Non-exempt position reporting to the Chief Financial Officer. The typical schedule is Monday through Friday. 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 submit a completed DVS Application Form, current Resume and cover letter outlining their qualifications and salary expectations to:
Domestic Violence Services of Snohomish County

P.O. Box 7
Everett, WA 98206
Fax 425-258-5976
or email at: admoffice@dvs-snoco.org