



foundation for  
**healthy generations**  
CREATING ENDURING HEALTH EQUITY

Job Title: Staff Accountant  
Reports to: Senior Director Finance and Administration  
Hours: Part Time, 20 hours/week, hourly, FLSA status: exempt, not eligible for overtime pay. Office schedule is typically Mon – Fri 8am-5pm, limited evening or weekend hours may be required.  
Location: Foundation for Healthy Generations office: 419 3<sup>rd</sup> Ave West Seattle, WA 98119  
Compensation: DOE. This position is new.

### **General Job Description**

*To apply, interested parties should send a cover letter and resume to [jobs@healthygen.org](mailto:jobs@healthygen.org).*

This is a fun, fast moving and professional environment filled with people who make things happen to bring our mission to life. Healthy Gen seeks a dedicated, knowledgeable and efficient staff accountant to aid the Finance and Administration Team, working closely with the Senior Director of Finance and Administration.

At Foundation for Healthy Generations, we believe that people and communities thrive when all are healthy, included and connected. We unite community wisdom, emergent practice and effective policy to create enduring health equity.

Our organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to adjust the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

### **Duties and Responsibilities**

The staff accountant will be responsible for the day to day management of the General Ledger database, and will manage payroll, payroll liabilities, and reconciliations.

- Process complex semimonthly payroll, taxes and benefits including reconciliation;
- Prepare timely state and local tax filings including sales tax;
- Create, document and obtain approval for monthly journal entries related to invoicing and monthly reporting;
- Coordinate the month-end closing processes and ensure adequate documentation;



- Prepare balance sheet reconciliations prior to monthly reporting including cash and investment accounts.
- Prepare audit schedules under direction of the Sr. Director of Finance and Admin;
- Support the process of developing the annual budget, in collaboration with Sr. Director of Finance and Admin, the leadership team and Board of Directors;
- Prepare, distribute and file IRS 1099 forms in accordance with current IRS guidelines;
- Maintain and enhance the Chart of Accounts
- Maintain, enhance and monitor internal controls with the Sr. Director of Finance and Admin;
- Mentor other Finance and Administration team members;
- Continually analyze and propose changes to processes for efficiency, effectiveness;
- Prepare other work and special projects as directed by the Sr. Director of Finance and Admin or Executive Director.

#### **Required Qualifications**

We require an experienced accountant who has experience and expertise in non-profit organizations.

- Educational background in accounting;
- 3 + years' experience in non-profit accounting;
- Fluency in fund accounting;
- Excellent skills with Quickbooks including payroll;
- Intermediate to advanced skills with Excel;
- Strong organizational skills and attention to detail;
- CPA or MBA preferred.