



Family Promise of Spokane

Accounting Assistant

Last Updated: 1/7/2025

SCHEDULE: 20 hours/week; exact schedule TBD

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$18.00-\$22.00 per hour

BENEFITS: Paid Vacation Time

Paid Sick Time

Work Computer

Flexible Schedule

OVERVIEW: Family Promise of Spokane is a nonprofit organization dedicated to ending homelessness for families with children in our community. We are seeking an organized and detail-oriented Accounting Assistant to join our team. If you are passionate about making a difference in our guest families lives and want to apply your strong background in accounting, we encourage you to apply.

JOB DESCRIPTION: The Accounting Assistant will play a crucial role in ensuring the financial operations of Family Promise of Spokane run smoothly. This position is responsible for various accounting tasks, including but not limited to:

POSITION DUTIES:

- Open and Process Mail at Administrative Office: Handle incoming mail, including financial documents and correspondence.
- Prepare daily cash receipts log: Maintain a log of daily cash receipts.
- Reconcile Credit Card Transactions: Weekly reconciliation of credit card transactions to the expense management system.
- Manage Accounts Payable: Oversee accounts payable processes, including vendor monitoring, bill processing, and employee reimbursements.
- Assist with Monthly Grant Billing: Prepare monthly grant billing documents and assist with other month-end activities.
- Maintain Log of Grant Balances: Keep a record of grant balances available and reconcile detailed grants as necessary.
- Reconcile Certain G/L Accounts: Assist in reconciling specific general ledger accounts.
- Prepare Event Billing Invoices: Generate event billing invoices and monitor receipts.
- Record Manual Checks: Maintain a manual check log and submit records to Jitasa.
- Assist with 1099 Process at Year-End: Help with the year-end 1099 process, including obtaining missing W-9 forms.

QUALIFICATIONS:

- Minimum of an Associate's degree in Accounting or related field.
- Previous accounting experience or coursework preferred.
- Proficiency in Google Suite and Microsoft Office Suite, especially Google Sheets and Excel.
- Strong organizational and multitasking skills.
- Attention to detail and accuracy are essential.
- Excellent communication and teamwork abilities.

SKILLS - To perform this job successfully, the applicant must demonstrate:

- Strong organizational and multitasking skills.
- Attention to detail and accuracy are essential.
- Excellent communication and teamwork abilities.
- Self-Sufficient

EQUIPMENT UTILIZED - This position requires regular use of the following tools:

- Computer and supporting software programs: Quickbooks Online, Google Suite, Email, Slack, Bill.com, etc.
- Electronic databases
- Other office equipment including, but not limited to, printers and copiers

PHYSICAL REQUIREMENTS - This position may require an employee to successfully perform the following functions of the job. Reasonable accommodations may be made.

- Frequently sit, stand, and talk.
- Active mobility for up to 45 min at a time
- Move, lift and/or carry up to 25 pounds in accordance with State of Washington Labor & Industry standards

WORKING CONDITIONS - This position will be completed under the following conditions.

- Located on site at the Family Promise Administrative Offices (primarily indoors in an office and/or shelter environment)
- May be chaotic, busy and loud at times
- Use of cleaning chemicals
- Although this position has limited client interaction, client population may include persons involved in gangs, with substance abuse concerns, and homelessness

TO APPLY: Fill out an online application at www.familypromiseofspokane.org/careers. We may reach out for an interview if desired.

Family Promise of Spokane retains the discretion to add to or change the duties of the position at any time. This document is not a contract.