



## **ROLE OUTLINE**

### **Accountant Bellevue, WA 2023**

Are you inspired by the idea of using your professional skills to directly benefit people? We are seeking highly motivated and high performing professionals to add to our growing team. Our work environment is positive, caring, collaborative, solution-oriented, and fun.

Imagine Housing is the primary developer of permanent affordable rental housing in East King County, Washington. We are a leader in providing person-centered, strengths-based supportive services including case management, resource referrals and community building events at our properties. Our organization is aware of the needs of diverse communities and is committed to cross-cultural competence. Imagine Housing empowers individuals and families, supports diversity, and strengthens communities. We make it possible for individuals and families with low incomes, veterans, seniors, survivors of domestic violence, children, and young adults aging out of foster care, to live and thrive on the Eastside.

Imagine Housing has an excellent reputation throughout the Puget Sound region for our commitment to increasing the availability of affordable housing and for our leadership in affordable housing advocacy. Over 30 years in the community, we now have 640 affordable apartments in six Eastside cities serving more than 1,400 individuals and families with low incomes each year. We plan to double our size in the next five years to meet the ever-increasing needs in the region.

Imagine Housing is seeking an Accountant who is responsible for performing day- to-day general ledger accounting, payroll, accounts payable, banking activities, account reconciliations, periodic reporting and filing with external parties, and other duties as assigned.

The accountant will be responsible for managing the day-to-day accounting activities for the agency. They will also be responsible for the data entry associated with our portfolio of residential properties monthly and will play a key role in the monthly closing and reconciliation processes. Accountant will take ownership of the responsibilities associated with the role, while navigating ambiguous and complex issues that often arise. They will lead initiatives with minimal supervision to improve and automate processes, perform accurate and timely assigned reconciliations as part of monthly accounting close cycle for a variety of standard and non-standard transactions, create accurate and useful financial reporting based on evolving business needs and finance/organizational goals, research and make recommendations, as applicable (e.g. research new GAAP compliance issues and /or new software to ensure the right systems are in

place), and support financial statement, benefit plan and other audit engagements to ensure compliance with internal and external requirements and filings. Crosstrain and back up in-house payroll and other department processes.

## **MAJOR DUTIES**

### **General Accounting**

- Perform General ledger accounting, financial reporting, and analyses.
- Prepare bank deposits and record in the accounting system.
- Complete bank reconciliations for 30+ accounts for the organization.
- Prepare cash available analysis and projections on a weekly basis.
- Review and post monthly property financial information provided by 3<sup>rd</sup> party property management via import into the accounting system.
- Maintain debt schedules.
- Review fixed asset records and calculate depreciation.
- Perform periodic reconciliation between accounting software and donor management software.
- Import budget information for the organization and all properties into the financial accounting system.
- Perform other accounting and financial duties as assigned; including but not limited to special projects.

### **Compliance/Reporting**

- Maintain and update the internal monitoring schedule of compliance requirements for the agency and all properties in the portfolio.
- Prepare financial reports and other filings required by funding agencies and federal, state, and local authorities, such as business licenses, SAM renewals, and others.
- Calculate state and local B&O tax liabilities and submit monthly/annual returns.
- Provide reports and support to other departments of the organization as required.

### **Payroll & Benefits**

- Review employee timesheets and resolve issues.
- Process biweekly payroll.
- Import allocated salaries, taxes, and benefit plan premiums to accounting software.
- Review quarterly and annual tax forms prepared by the payroll company for accuracy.
- Monitor benefits and 401(k) administration, including Form 5500.
- Manage payroll taxes, including Washington State Paid Family & Medical Leave and Long-Term Care programs as needed.
- Review and distribute W-2 and W-3 prepared by the payroll company.

### **Accounts Payable**

- Process accounts payable related to general business operations as well as Real Estate Development costs.

- Manage weekly invoice and expense payments through Concur; export data for entry to accounting software.
- Manage corporate credit card program through Concur, distribute statements to cardholders and export data for import to accounting software.
- Pay and record ACH, automatic payments and checks as applicable.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Bachelor's degree and/or a minimum of 5 years of related accounting experience required; non-profit experience preferred.
- Advanced computer skills, especially in Excel and other MS Office applications.
- Experience working with accounting software. Familiarity with Financial Edge a plus.
- Exceptional organizational skills, high level of integrity and attention to detail
- Ability to balance multiple assignments, prioritize tasks, and work independently to deliver timely and accurate results.
- Proactive and resourceful – able to act in anticipation of future problems/needs and to deal with new situations and difficulties promptly and skillfully.
- Have the availability to commit to up to 32 hours per week to perform job responsibilities.

### **WORK SCHEDULE**

This is a full-time exempt position. The work week is 32 hours, work hours are at a mutually agreed-upon schedule.

### **COMPENSATION & BENEFITS**

Salary range \$60k - \$75k. Benefits include 32-hour workweek (compensated for full time), employer-paid health coverage, (medical, dental, vision, life insurance, and EAP), that requires a contribution for employee if dependent(s) are added to plan. Generous PTO program, 403 (B) employer match contribution. Opportunities for professional development.

### **TO APPLY**

Please email resume and cover letter to [eunices@imaginehousing.org](mailto:eunices@imaginehousing.org)

The cover letter should include how you learned of this position, why you are an ideal candidate, and your salary expectations.

If you have any questions, please call Eunice Springs at (425) 576-5190, ext. 27



Imagine Housing provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual

orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, compensation, promotion, supervision, transfer, training, benefits, leave of absence, layoff, and termination.



Imagine Housing is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process, please call (425) 521-5202 or send an e-mail to [eunices@imaginehousing.org](mailto:eunices@imaginehousing.org) and let us know the nature of your request and your contact information.

For more information on Imagine Housing, visit [www.imaginehousing.org](http://www.imaginehousing.org)

***PLEASE NOTE: This position description generally describes the principal functions of the role and the level of knowledge, expertise and practice typically required; it is not designed to contain a comprehensive listing of activities or responsibilities. In addition, this position description does not constitute an employment agreement between the employer and employee and is subject to modification with or without notice.***