

Accountant

The Accountant is responsible for supporting the finance and accounting day-to-day functions to our professional partnership associations, the Washington City/County Management Association, Washington State Association of Municipal Attorneys and American Public Works Association Washington State Chapter. In addition, this position assists with general accounting and administrative duties as required or directed.

This position is based in Seattle with the option of remote work from a home office within Washington State with the exception of job duties requiring work from MRSC's offices and quarterly team-building events.

PRINCIPAL DUTIES

- Process accounts payable checks, file vendor payment records, and submit 1099s.
- Compile credit card statements and supporting documentation from card holders for payment processing.
- Manage the processing of cash receipts, recording of revenue and receivables.
- Review financial transactions, reconcile general ledger accounts, and record adjusting journal entries as needed.
- File non-profit annual report, F.990 and other taxes.
- Prepare financial and budget reports according to schedule for the associations.
- Process weekly accounts receivable, deposited checks received, and prepare contract agency billings.
- Process invoices for payments, staff and Board members travel expense reimbursement and run checks.
- Process employee benefits payment including pension, health insurance, and HSA.
- Track and monitor furniture and office equipment.
- Verify and prepare monthly reports for rosters receipts and training receipts to ensure that revenues and receivables are reconciled at any given time.
- Provide backup for payroll processing as needed.
- Provide support to controller. Assist in coordinating other activities as necessary.
- Maintain confidentiality of confidential information accessed as part of benefits administration and accounting duties.

REQUIRED QUALIFICATIONS

- Minimum of two years' experience with financial accounting systems or bookkeeping.
- Bachelor's degree in Accounting, Finance, or related field.
- Solid understanding of accounting principles.
- Proficient with accounting software such as Sage or QuickBooks.
- High degree of accuracy and attention to detail and ability to work independently.
- Effective written and verbal communications skills.
- Strong planning and organization skills. Demonstrated ability to effectively manage multiple priorities and deadlines.



COMPENSATION AND BENEFITS. The salary range is \$61,500 to \$86,600, with the starting salary up to the mid-point of the range depending on qualifications and experience. In addition to a rewarding work environment, MRSC offers [excellent benefits](#) including:

- Tax Sheltered Annuity (TSA) retirement savings plan with an MRSC contribution of 7.5% of gross earnings
- 100% Medical premium for enrolled employees, 50% for spouse/domestic partner, and 80% for qualified dependents
- 100% Dental and vision premium for enrolled employees and dependents
- Optional flexible spending account
- ORCA Card transit pass
- Learning and development support
- Paid vacation and sick leave
- 11 Paid state holidays plus 2 floating holidays
- Wellness program incentive
- Home internet reimbursement (\$25 per month)
- \$600 Home office setup allowance

ABOUT MRSC. MRSC is a private nonprofit organization devoted to empowering local governments in Washington State to better serve their communities. We support effective local government through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, non-partisan, trustworthy advice and information. We answer questions, collaborate with partner organizations, convene stakeholders, and disseminate information on featured practices and emerging issues. Learn more at mrsc.org.

MRSC's TEAM. Our 26-person team includes attorneys, policy and finance experts, local government professionals in planning and public works, communications specialists, program and accounting administrators, and information technology staff. We work in a team-oriented, collaborative basis. [MRSC's Guiding Values and Principles](#).

INCLUSION. Our mission is best advanced by the leadership and contributions of individuals of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, caste, or other characteristics protected by state or federal law or local ordinance.

TO APPLY. Please submit a letter of interest and resume to Aimy Enriquez at aenriquez@mrsc.org. This position is open until filled.

MRSC is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the application process, contact Aimy Enriquez, HR Coordinator at aenriquez@mrsc.org or 206-625-1300 x125.