

The Accounting Assistant is responsible for all accounting related to 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.

During the COVID-19 pandemic, MRSC staff are working from home with the option of limited work from the Seattle office, meeting the State's safety guidance for office work. On a permanent basis, this position may be based in MRSC's Seattle office with limited remote work from a home office within Washington State.

PRINCIPAL DUTIES

- Process MRSC accounts receivable and payable.
- Provide bookkeeping services for several state associations. This includes processing accounts payable, receivables and deposits, reconciling bank statements, preparing budget and financial reports, maintaining records, and filing state and local tax returns.
- Process benefits payment including pension plan; health, dental, life, disability and EAP.
- Assist with training registration and conference support.
- Enter and update registration receipts as well as prepare reports.
- Assist with MRSC Rosters newspaper affidavits processing.
- Manage inventory and supply orders
- Coordinate with property management for service requests
- Routing incoming calls and emails to appropriate staff
- Provide support to controller, particularly in accounting and financial matters.
- Maintain confidentiality of confidential information accessed as part of benefits administration and accounting duties

REQUIRED QUALIFICATIONS

- Two years office, customer service, and administrative hub experience.
- An Associate's degree in Accounting, Bookkeeping, Finance, or similar field or a combination of related education and experience is a plus.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proficient with accounting software such as Sage or QuickBooks.
- High degree of accuracy and attention to detail.
- Effective written and verbal communications skills.
- Strong planning and organization skills. Demonstrated ability to effectively manage multiple priorities and deadlines.

Starting Salary: The salary range is \$42,000 to \$57,000, with the starting salary up to the mid-point of the range depending on qualifications and experience. We offer excellent benefits, professional development, and a rewarding work environment.

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, colors, religions, sexes,

national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or other status protected by law.

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, trustworthy advice and information. We answer questions, collaborate with partner organizations, convene stakeholders, and disseminate information on featured practices and emerging issues.

Our Team: Our 26-person team includes attorneys, policy and financial 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.

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