



Financial Services Associate

Financial Services Associate Position Description

501 Commons is looking for highly motivated, talented, professional individuals for our ever growing financial services division. The Program Associate will be responsible for providing bookkeeping and intermediate accounting services to small and medium sized non-profits in the Puget Sound area.

Financial Services Program Manager or Senior Financial Services Associate assign individual Associates to clients, monitor Associate & Bookkeeper performance, and provide general support to Associates & Bookkeepers. All Program Associates will have regular access to an experienced CPA who can assist with challenging problems or answer difficult questions.

Responsibilities

- Delivers bookkeeping service consistent with the particular client engagement
- Adheres to 501 Commons' accounting and customer service standards
- Records regular transactions including payments and receipts
- Processes payroll including tax payments and reporting
- Produces basic financial statements, budgets, and other financial documents
- Reconciles accounts
- Proactively communicates potential client engagement issues or opportunities to management
- Maintains effective systems of controls to account for all receipts and expenditures of funds
- Assures compliance of client organizations with tax and reporting requirements
- Participates in client accounting projects, consulting, and clean up

Competencies

- Demonstrates good active listening with clients, peers, volunteers, and supervisors
- Maintains and demonstrates a customer-focus consistent with 501 Commons' values and guidelines
- Handles ambiguity appropriately by involving others including client(s), supervisors and peers as needed.
- Utilizes critical thinking skills and produces work at a high level of accuracy
- Uses good time management demonstrated by meeting or exceeding deadlines, maintains an accurate work calendar, and sufficiently anticipates task duration.
- Fosters strong professional relationships with clients, peers, and supervisors
- Demonstrates problem sensitivity by recognizing and communicating to supervisor occurrences, patterns, or feelings that something may become a problem or issue.
- Effectively communicates with clients, peers, and supervisors in written and or verbal forms that is both timely, accurate, and complete.
- Consistently acts with integrity, ethics, and high moral standards
- Shows initiative in identifying opportunities to improve quality, efficiency, and effectiveness
- Actively learns on the job through exposure to new challenges, professional education opportunities, team training, and learning from others.

- Maintains and improves technical accounting knowledge and skills by attending trainings as requested, participating in giving and receiving team training, and identifies knowledge gaps.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 2-3 years of bookkeeping experience, preferably with nonprofit organizations or equivalent certification
- Expert knowledge of QuickBooks 2013 or later and Excel 2010 or later preferred
- Experience processing payroll including tax withholding and reporting, preferably within QuickBooks
- At least an intermediate knowledge of accounting concepts; AA or BA degree in accounting highly desirable

Inclusiveness Statement

501 Commons is an equal-opportunity employer and seeks to recruit persons of diverse backgrounds and to support the retention and advancement of diverse persons within the organization. We believe that a having a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission.

501 Commons is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equal valued and supported.

Expected Hours of Work

This position is a full-time, 40 hours a week non-exempt position. 501 Commons offers a competitive benefits package and generous PTO .

Application Instructions

Send resume and cover letter to jobs@501commons.org with Financial Services Associate in the subject line. Applications without cover letter will not be accepted.