



Finance and Operations Assistant (Accounting Clerk I)

The Arc of King County serves all people with intellectual and developmental disabilities across the lifespan: from prenatal diagnosis through end-of-life care. Our programs include: Information and Family Support for individuals with IDD, and their parents, guardians, siblings, and community; Supported Living Services for adults living in the community; Representative Payee for individuals needing financial management assistance; Homelessness Prevention for families at-risk of losing their housing; and Advocacy for people with developmental disabilities, family members, and community allies seeking to make our community more systemically equitable for all people. We promote and protect the human and civil rights of people with intellectual and developmental disabilities, actively supporting their full inclusion so that they can live, learn, work, and play in the community – making the world a better place for us all.

For more information about the organization, visit our website at <https://arcofkingcounty.org/>.

POSITION DESCRIPTION

The Finance and Operations Assistant assists the Accounting Manager to support The Arc of King County's finances and operations. This position will also serve as a backup to the Receptionist.

ESSENTIAL FUNCTIONS

- Responsible for timely entering of agency payables in QuickBooks.
- Responsible for accurately maintaining accountings filing system.
- Responsible for assisting with annual audits under the direction of the Accounting Manager.
- Responsible for preparing outgoing agency payables and Agency payments in a timely manner.
- Responsible for tracking and following up on uncleared agency checks.
- Responsible for tracking and following up on returned payments
- Responsible for tracking, maintaining, and collecting vendor W-9s
- Responsible for ensuring compliance with Social Security Administration policies and regulations in all practices.
- Responsible for ensuring compliance with DSHS SLP program policies and regulations for SLP clients in all practices.
- Work effectively with coworkers and other program support staff
- Responsible for completing all monthly bank reconciliations.
- Supports Director of Fund development with data entry and tracking/reconciliation of donations as requested.
- Covers Reception area when Receptionist is on break or out of the office.
- Follows through on assigned tasks with minimal supervision
- Maintains a high level of confidentiality at all time.

The above is not a comprehensive list of activities, duties or responsibilities required of this position. Management may assign or reassign duties and responsibilities at any time as it deems necessary.

QUALIFICATIONS

Education Some college accounting or High School accounting or bookkeeping coursework preferred, or experience with bookkeeping, accounts payable and accounts receivable, or a combination thereof.

Minimum Qualifications

- Minimum one year bookkeeping, accounts payable, and/or accounts receivable experience in an office setting
- Data entry skills using Microsoft Office or 360, including Word and Excel required.
- Knowledge of QuickBooks preferred.
- Ability to learn required skills through experience, on-the-job training, and other professional development opportunities
- Ability to learn and assist in implementation of State of Washington Mandatory Reporting requirements
- Ability to learn and comply with the Social Security Administration's Guide for Organizational Representative Payees
- Demonstrated ability to work effectively with individuals of diverse economic, ethnic and social backgrounds
- Excellent communication skills, interpersonal skills, and ability to work with a team
- Dependable and able to meet a consistent work schedule
- Ability to persevere in the face of obstacles

OR a combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

PHYSICAL AND OTHER REQUIREMENTS

- Ability to pass a criminal background check.
- Ability to work in an open office environment.
- Strong organizational skills including responsibly prioritizing tasks in order to meet deadlines.
- Presence in the office during work week is required.
- Work hours typically occur between 8:30-4:30 Monday-Friday with some flexibility.
- Rarely will require occasional evening and weekend work with advance notice.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge Review of This Job Description and understand the expectations of this job. If I need an accommodation to perform any of the above I will contact the HR Department.

Employee's Signature: _____

Date: _____