



Phinney Neighborhood Association Job Announcement
Bookkeeper, 25 hours a week
September 6, 2019

About the Phinney Neighborhood Association

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary, a hot meal program, programs for seniors (including the Greenwood Senior Center, PNA Village, and a computer lab), an art gallery, a tool lending library, a community education program, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and weekly contra dancing and folk music concerts. PNA serves over 27,000 people each year, has 85 staff, 1,700 volunteers, and an annual budget of \$3.3 million.

Position Overview

The bookkeeper is responsible for timely and accurate recording and reporting of financial activities for the organization. Responsibilities include Payroll, Accounts Receivable and Accounts Payable, general accounting and reconciliations, and preparing monthly financials statements. This position is the owner and expert on the PNA accounting system (Sage 50) and the payroll system (Paylocity). This staff interacts with staff in all departments and provides assistance and training regarding accounting policies and procedures. The bookkeeper coordinates the annual audit process with preparation of schedules and other materials. This position reports to the Executive Director.

Essential Responsibilities

- Manage organizational accounting activities, including monthly payroll, retirement plan contributions, accounts receivable, accounts payable, journal entries, fixed asset records, and monthly and annual close processes.
- Prepare financial statements, including cash flow statement and supporting schedules.
- Prepare and file monthly, quarterly, and annual payroll tax returns and licenses as needed.
- Coordinate the annual audit process with preparation of schedules and other materials.
- Complete monthly bank reconciliations.
- Perform general ledger account reconciliations and analysis of general ledger balances as needed.
- Provide support to Executive Director in preparation of budgets and preparation of financial information for the Board of Trustees and Finance Committee.

Qualifications

- BA/BS, preferably in accounting or business, but related coursework and experience accepted.
- 2 – 3 years of relevant nonprofit accounting experience and knowledge of GAAP.
- Payroll experience that includes processing, recording, reconciling, and reporting.
- Proficiency with accounting software required (Sage 50 preferred), payroll software (Paylocity preferred) and intermediate Excel skills.
- Proven self-starter with high standards for accuracy and attention to detail.
- Ability to work well under pressure and manage competing demands while meeting deadlines.
- Strong verbal and written communication skills and ability to work well with others.
- Ability to work independently, exercising discretion and independent judgment, with strong problem solving skills.
- Ability to work in an open and active office environment.
- Team-orientation and appreciation for community-building mission of the PNA

Compensation

This is a 25 hour per week Monday through Friday position paying \$24 – \$26 per hour DOE. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year’s Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working environment. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants representing the diversity of our community are encouraged to apply.

To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to hr@phinneycenter.org. Applications will be reviewed as received and interviews will begin immediately. Position is open until filled.

Questions can be directed to Lee Harper at leeh@phinneycenter.org