



## Staff Accountant

**FLSA Exempt, Regular Part-time Position, 20 hours per week**

**Reports to:** Executive Director

**Location:** This position will be based in our Seattle office, with some ability to work remotely.

Communities Rise fosters movements to build power in communities impacted by systemic oppression. To create an equitable system, we pursue cross-sector collaboration, and provide capacity building and legal services for community organizations and microenterprises.

As the Staff Accountant, you will be responsible for creating and implementing financial tracking systems that include all of our invoicing and payments to and from our vendors, contractors and public and private funders. The Staff Accountant will also be responsible for bookkeeping using our Quickbooks system and financial reporting for our grants and contracts to our private and public funders. This position requires someone who is organized, detail-oriented, tracks and meets deadlines, and follows up on tasks or details that may not have received the necessary attention.

The Staff Accountant will work closely with the Executive Director, Operations and Fund Development Manager, and Finance Director.

Preferred Qualifications:

- 2 or 4 year degree in accounting, or equivalent experience.
- 1-3 years accounting experience.
- Experience with nonprofit accounting preferred but not required.
- Understanding of grant and RFP processes and compliance.
- Proficiency in Quickbooks.
- Proficiency in Microsoft Office applications (Excel, Word and Powerpoint)
- Understanding of, and commitment to, race equity.
- Availability and commitment to being part of a team.

**Compensation and Employee Benefits:**

This position will be compensated an annual salary of \$25,000 - \$30,000 for 20 hours a week, depending on the level of experience and knowledge.

We offer a generous employee benefit package. Employee benefits include: Generous vacation, sick leave, paid holiday time; 401K plan; health insurance benefits; phone stipend. Paid time off will be pro-rated for part-time employees.

**How to apply:**

To apply, please send your resume and cover letter to [hire@communities-rise.org](mailto:hire@communities-rise.org) by December 18, 2019. The position will remain open until filled. Our goal is to have the Staff Accountant on board with Communities Rise in January 2020.