

CHOICE

Job description

Title: Accounting Clerk

Reports to: COO or Accounting Manager

FLSA status: Non-Exempt

FTE status: 1.0 FTE

Hours: 8 a.m. – 5 p.m., Monday through Friday

Location: Olympia, WA with opportunity for a hybrid schedule

Salary: \$50,000 - \$65,000



Who we are

CHOICE is a nonprofit organization dedicated to improving community health in central western Washington. To do this, we facilitate partnerships, collective planning, and collaboration with Tribal nations, local healthcare leaders, and community partners, and provide funding and support for regional health improvement programs and services.

At CHOICE, we value teamwork, integrity, accountability, preparedness, clear communication, innovation, and a healthy work environment. Our values guide our work and serve as the foundation for how we engage, partner, and support the communities across our region.

The opportunity

We are seeking an Accounting Clerk with experience in accounts payable and accounts receivable.

Join CHOICE in Olympia as an Accounting Clerk, where your passion for numbers meets an energetic and professional environment. This role is designed for meticulous individuals who thrive in customer-centric settings and love solving financial puzzles. You'll play a vital role in ensuring accuracy in our financial processes, contributing directly to our mission of serving the community.

With a competitive pay range, you'll enjoy the satisfaction of making a meaningful impact while being rewarded fairly for your expertise. CHOICE values forward-thinking solutions and fosters a culture where your contributions are recognized. You will receive great benefits such as Medical, Dental, Vision, 401(k), Life Insurance, and Paid Time Off. If you are looking for a fulfilling career with a company that prioritizes empathy and customer focus, this is the perfect opportunity for you to grow and excel.

In this role, you will:

- **Organize and Process Financial Transactions:** Financial transaction organization and processing is central to the success of any accounting department. You will process financial data, sort documents, and process digital and cash transactions.
- **Prepare Month-End Reports:** Reconcile transactions and ensure accounting documents are appropriate and complete. May also analyze these reports to present information to the accounting manager and other leaders within the organization.
- **Maintain Financial Filing Systems:** Manage a well-maintained financial filing system. Oversee and update these systems as necessary to streamline companies' financial processes.
- **Manage Accounts Payable:** Pay and file invoices and track the status of each account.
- **Assist with Clerical and Administrative Tasks:** Assist with office-related duties. These tasks include answering phones, organizing mail, and ordering office supplies.

Major duties

Invoice Processing

- Receive, review, and verify invoices for accuracy and compliance with CHOICE policies.
- Enter invoices into the accounting system with payment coding for payment processing.
- Match invoices with purchase orders, contracts, and receipts to ensure accurate billing.

Payment Processing

- Prepare and process electronic transfers, checks, and ACH payments.
- Ensure all payments are processed within established time frames and according to payment terms.
- Obtain necessary approvals for payments in compliance with CHOICE policies.

Vendor Management

- Maintain up-to-date vendor records, including contract information, payment terms, and tax information.
- Respond to vendor inquiries regarding payment status, invoice discrepancies, and account balances.
- Reconcile vendor statements and resolve any discrepancies.

Month-End and Year-End Close

- Assist in month-end and year-end closing activities related to accounts payable.
- Reconcile accounts payable subledger to the general ledger.
- Provide supporting documentation and report for audits and financial reporting.

Compliance and Reporting

- Ensure all transactions comply with CHOICE policies, accounting standards, and legal requirements.
- Assist with the preparation of account payable reports, including aging reports, accruals, and ad hoc financial analyses.
- Stay updated on changes in regulations and best practices affecting accounts payable.

Process Improvement

- Identify opportunities to improve the efficiency and accuracy of accounts payable processes.
- Assist in the implementation of new technologies, systems, or procedures to streamline payables operations.

Preferred qualifications

- **Education:** High School Graduate or equivalent.
- **Preferred work experience:** Minimum of 3 years of experience in an accounting clerk or similar role. Previous non-profit experience is preferred.

Competencies

- **Computer skills:** Proficient in core productivity software, including Microsoft Office, with a proven ability to learn new applications.
- **Customer focus and business orientation:** Embrace the organization's mission, understand the big picture, navigate well in ambiguity, and flexibly adapt to shifting needs.
- **Dependability:** Demonstrate responsive and responsible behavior in a fast-paced setting.
- **Ethics and integrity:** Earn the trust, respect, and confidence of co-workers and partners through consistent honesty, forthrightness, and professionalism in all interactions; respect and maintain confidentiality.
- **Equity-focused:** Comfortable actively listening, learning, and engaging conversation about power, oppression, justice, and thriving. Works hard to integrate the organization's understanding of equity into sense-making processes and implementation of key strategies and initiatives.
- **Oral and written communication:** Ability to write and convey messages clearly. Communication approaches are culturally and linguistically appropriate for targeted and diverse audiences. Models and creates a culture that values listening, curiosity, and candid conversation.

- **Project management:** Effectively manage and prioritize multiple projects and tasks, and execute deliverables on time, within scope and budget.
- **Relationship-driven:** Develops, maintains, and strengthens internal and external relationships across staff, stakeholders, and community partners, including with those who have been historically excluded and underserved.
- **Strong social-emotional skills:** Ability to navigate complex interpersonal dynamics, operate with tact, communicate effectively, and maintain strong working relationships.
- **Teamwork:** Work effectively, proactively, and collaboratively with program staff, stakeholders, and other state and regional partners.
- **Time management:** Plan and manage time effectively. Identify and handle competing workload priorities. Make effective decisions and take appropriate action within short timeframes and deadlines.
- **Experience utilizing Microsoft Teams is preferred.**

Benefits

Salary range

\$50,000-\$65,000

Benefits

Paid time off (PTO) with excellent medical, dental, and vision benefits, including employer-funded HSA, and retirement plan with employer match.

Equal opportunity

CHOICE provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

CHOICE expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

How to apply

Please email your resume and cover letter to hr@crhn.org with the subject line "Application for Accounts Payable/Receivables Specialist"