**Announcement of Immediate Position Opening**  
*Closing 5:00 PM, January 31, 2022*

**Accountant**

The Skagit River System Cooperative (SRSC) is seeking an Accountant. Applicants for this position are invited to submit a resume (electronic or hard copy) through 5:00 p.m. Monday, January 31, 2022. This position is anticipated to start immediately upon locating a qualified candidate.

**Position Overview**

The SRSC Accountant works with program and administrative staff to support pre and post award functions of grants and contracts awarded to further organizational goals related to the recovery of wild salmon stocks. Funding for this position is subject to availability of grants or contracts. This position receives guidance from and is directly responsible to the Finance & Administrative Director.

**Duties**

The primary duties of the Accountant include but are not limited to:

- **Fiscal Analysis** – Run monthly trial balance, analyze grant & contract accounts, prepare all adjusting entries, assist in the preparation of annual budgets, reconcile monthly bank statement with general ledger.
- **Financial Reporting** – prepare financial status reports, invoices and billings to agencies and institutions that fund SRSC projects and those required by program/departments in their administration of funded projects.
- **Payroll** – Review all timesheets for accuracy, allowability and completeness, calculate and allocate employees’ salaries, wages and fringe benefits to their various project accounts, generate payroll checks and advances, reconcile all payroll allocations with general ledger and prepare all salary deduction reports and payables (e.g. 401k, Insurance, Credit Union, etc.) prepare monthly and quarterly payroll reports, (e.g. employment security taxes, Form 940, Form 941, annual W2s, W3s and W4s, etc.), and keep track of employees’ annual and sick leaves.
- **Personnel** - Maintain personnel files including all employees’ W4, I-9 and other salary deduction and fringe benefit forms.
- **Receivable/Payable** – Prepare and maintain records of all invoices and billings sent to funding agencies, review accuracy of vendor invoices and/or statements assuring that items ordered have been received to the satisfaction of the person who ordered them, prepare vouchers and print checks for payment and reconcile revenues, receipts, payroll and payables to general ledger.
- **Purchasing** – verify allowability of items/services being ordered prior to issuance of purchase order, issue purchase orders and assure that all goods and services received are in accordance with the requirements of the program/department that ordered it.
• Other – Maintain and perform physical inventory of assets, prepare schedules and other work papers required by SRSC staff and external auditors, and other duties that may be assigned by the Finance Director and/or SRSC Board of Directors.

**Supervision**
The Accountant will have no staff supervisory responsibility but will be required to interact with staff members at all levels to obtain information needed to successfully accomplish duties.

**Knowledge/Skills/Abilities**
The successful applicant will have the following:

- Knowledge of generally accepted accounting practices and OMB circulars.
- Ability to follow policies and procedures of SRSC and funding agencies as related to accounting responsibilities.
- Proven attention to detail and the ability to process and track complex operations related to numerous grants and contracts from multiple funding agencies with a variety of requirements.
- Proficiency in using Excel and performing mathematical calculations for the purposes of reporting, accounting, and fiscal management.
- Proficiency in using computers to perform accounting functions, communicate via email, prepare financial reports, track work progress, prepare informational materials as needed, and gather information from the internet.
- Proficiency in Government/Non-Profit Accounting software and fund accounting.
- Ability to organize and plan work schedules and tasks related to goals and policies set by the Program Director and SRSC Board.
- Ability to develop and track organizational and project budgets and schedules.
- Ability to work productively both alone and in teams.
- Ability to organize and plan own schedule of activities related to goals and objectives set by the Program Director and SRSC Board of Directors.
- Ability to review and understand awarded grants and contracts to determine and adhere to accounting responsibilities.
- Ability to keep organized files and document communications to a standard suitable for an audit and other employees.

**Education/Experience**
Candidate must possess a bachelor’s degree (in accounting, finance, or general business administration), and a minimum of two years of pertinent work experience in a complex business, academic, or government work environment. An associate’s degree and 5 years of pertinent work experience may substitute for a bachelor’s degree.

The successful candidate’s qualifications will also include:

- Strong verbal and written communications skills to effectively present information and respond to colleagues and others seeking guidance and/or clarification about issues related to organization operations.
- Creativity in independently exercising good judgment and discretion.
- Excellent problem-solving skills; demonstrated teamwork skills to address/resolve difficult, complex issues/problems.
• Effective multi-tasking compatibility that promotes quality work while meeting stringent deadlines.
• Proficiency with Microsoft computer programs/applications (including Word, Excel, Access, Outlook and Internet Explorer).
• Proficiency with computerized accounting systems (preferably AccuFund);
• Candidate must have demonstrated ability to interpret and follow policies, regulations, and guidelines required by funding regulatory agencies.

**Working Conditions**
The Accountant will report daily to the main SRSC office in La Conner, WA. Flexibility is required for attendance at occasional meetings or travel to the Burlington Field office, or Tribal offices at Darrington, WA. Candidate must have the ability to work for long periods at a desk and computer workstation, be able to lift and/or move boxes of paper files, and access files located in filing cabinets and/or wall mounted bookcases.

**Preferences**
Position requires superior oral and written communication skills; sensitivity to the Native American culture, customs and traditions; possession of valid Washington driver’s license and ability to comply with the Drug Free Workplace Act. In addition, applicants will receive additional consideration for the following skills:

• Demonstrated proficiency in common software applications such as MS Office.
• Demonstrated proficiency with Windows based operating system/network.
• Accounts payable, receivables and payroll experience.
• Experience with AccuFund computerized accounting system.
• Enthusiasm, energy and commitment to our mission.

**Salary & Benefits**
Salary and benefits allocated to this position will be based on the successful applicant’s ability to clearly demonstrate their competency to accomplish all accounting functions and responsibilities of a non-profit organization. This is a salaried position with a range of $55,000 - $65,000 depending upon experience. SRSC provides employees with competitive benefits including medical/dental insurance coverage and a 401(k) program.

**Submittals**
Applicants may submit a letter of interest, resume, references via hard copy, fax or email by 5:00 p.m. on January 31, 2022 to:

Skagit River System Cooperative
Attn: Human Resources
PO Box 368
La Conner, WA 98257-0368
FAX (360) 466-4047
jcrume@skagitcoop.org