



Bellevue LifeSpring
Accountant
Part-Time 25-30 Hours/Week
Remote Work
\$35.00/hour DOE
Benefits: Health, Vision, Dental

After six years of working with us, our Accountant is retiring. Do you want to join a high-performing team of dedicated professionals who work effectively together, have fun, and support each other in a culture of teamwork, mutual caring and support? Do you have a passion for serving others and want to help improve the lives of children? If you want to make a positive impact on your community, you will fit right in here.

In this rewarding and diverse role, your primary responsibility is the management and reporting of the organization's financial data. You will use your knowledge of financial practices to perform important accounting tasks including preparing and reviewing financial statements and budgets, managing payroll, and preparing and providing documents for our annual audit. We need someone who is detail-oriented and has good systems in place to ensure accuracy.

You will be joining a 14-member team with 4 directors that you will help support with financial reports and budget monitoring. We have a motivated and fun team. You will never be bored!

Accounting and Business Responsibilities

- Document all accounting policies and procedures. Make and implement recommendations to improve accounting processes, procedures and compliance.
- Ensure all transactions, including payments, receipts, pledges and all merchant and bank fees, are properly documented and processed in an accurate and timely manner.
- Perform monthly reconciliation of all bank and investment accounts and QuickBooks.
- Compile timesheets, submit payroll and maintain payroll records.
- Ensure all appropriate city, state and federal taxes are accurately and promptly remitted.
- Review general ledger monthly to ensure the accuracy of posting, general ledger entries and account maintenance.
- Coordinate budget preparation and mid-year budget review/revision and provide regular budget variance reports.
- Prepare finance reports for grant requests and government and foundation reports.
- Oversee endowment accounts.
- Prepare monthly and ad hoc financial reports and provide ongoing support to staff directors, the Board of Directors and the Budget and Finance Committee.
- Prepare required schedules and work closely with outside auditors to prepare the Annual Financial Statement and 990 IRS Tax Return.
- Ensure W-9's are on file for vendors and 1099-Misc and 1099-NEC forms are filed, as required.
- Seek expense-lowering options for operating expenses.

Required Skills

- Ability to juggle multiple projects
- Experience with QuickBooks and data entry

- Excellent understanding of accounting rules and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Advanced knowledge and Excel proficiency
- Ability to work independently and as a team at meetings and special events
- Ability to attend in-person monthly staff meetings and special events at various Bellevue locations

Reports to: Executive Director

About Us

Bellevue LifeSpring provides support for children living in poverty in Bellevue with food, clothing, educational scholarships, and emergency assistance. We are managed by a 15-member Board of Directors and supported by hundreds of energetic and committed volunteers.

Bellevue LifeSpring is committed to a diverse and inclusive workplace. Bellevue LifeSpring is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. For individuals with disabilities who would like to request a reasonable accommodation, please email Info@BellevueLifeSpring.org.

Sound interesting? To apply to join our team, submit a cover letter and resume to Accounting@BellevueLifeSpring.org. Applications without a cover letter will not be considered.