

## **PART TIME POSITION OPENING**

### **Pacific NorthWest Economic Region (PNWER)**

#### **Accountant/Bookkeeper**

The Pacific NorthWest Economic Region (PNWER) is a statutory public-private non-profit that addresses a broad range of topics and issues that affect our region's cross-border economy, security, and environment. This truly unique non-profit is the only regional planning and facilitation organization set up in statute by five U.S. states, three Canadian provinces, and two territories to deal with trans-boundary policy and planning. PNWER works to increase the economic well-being and quality of life for all citizens of the region by coordinating provincial and state policies, identifying and promoting "models of success," and serving as a conduit to exchange information. PNWER has a small staff of ten employees and is located in the World Trade Center on the waterfront in Seattle, WA.

**PNWER seeks a motivated individual who is passionate about cross-border policy and planning and is excited about the prospect of making the PNW a better place to live and do business. As PNWER's Accountant, you will learn a great deal about the unique differences between Canadian and U.S. systems of government and will play a major role in providing support to PNWER officers and secretariat.**

**Description:** The best candidate for this position will be skilled at running the day-to-day bookkeeping requirements of the organization with proficiency in accounting software (Quickbooks). Tasks include: preparing and sending invoices, tracking and recording payments, accounts payable, journal entries, payments, performing bank reconciliations and reports, preparing accounts receivable and payable reports, preparing tax reports, preparing monthly financial reports such as Profit & Loss, trial balance Accounts Receivable/Accounts Payable. Must have high attention to detail, ability to interact with business and legislative partners, able to draft letters and emails, and be customer service-oriented. Previous experience working with federal grants is a plus.

#### **Responsibilities:**

- Perform all bookkeeping tasks and organize account information in preparation for external CPA annual financial audit
- Maintain Accounts Payable and Accounts Receivable, enter deposits, bill payments
- Reconcile credit cards, bank statements with QuickBooks on a monthly basis

- Maintain established bookkeeping processes and procedures to ensure accurate reporting
- Maintain general ledger and account summaries
- Send payroll through 3rd party payroll processing system twice per month
- Track and record employee leave for 10 employees
- Ensure team members are following all accounting/bookkeeping procedures
- Assist several program managers with some grant administrative tasks such as billing, budget tracking, and reporting requirements
- Conduct regular financial reporting meetings with five Program Managers and senior leaders on specific grants and projects
- Prepare monthly financial reports for executive committee meetings
- Assist with preparation of annual budget and monitoring progress
- Maintain well-organized electronic files of work product and work papers
- Serve as point of contact during annual financial audit

Requirements:

- Must be fully proficient in MS Word, Excel, and Quickbooks.
- At least three years of experience in accounting/bookkeeping
- Familiarity with Intuit payroll is a plus.
- Experience with federal grant management a plus

**Terms:** Part-time, 15-20 hours per week with at least one day in person at the office. Benefits include 401k retirement match, vacation, and holiday time off.

Starting salary range based on experience.

**How To Apply:** Email resume and cover letter to [employment@pnwer.org](mailto:employment@pnwer.org)

For more information about PNWER, please see [www.pnwer.org](http://www.pnwer.org).

**DEADLINE: Open until filled**

PNWER is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.