



## Accountant

**Job Summary:** Ensure complete and accurate financial records by applying generally accepted accounting principles to record financial information and prepare financial reports, with limited supervision.

### Essential Duties:

- Analyze financial information detailing assets, liabilities, and capital.
- Prepare balance sheet, profit and loss statement, and other reports.
- Maintain general ledger and prepare supporting schedules.
- Post journal entries to general ledger.
- Reconcile accounts.
- Use standard spreadsheet and database software for general accounting.
- Perform specialized accounting assignments.
- Perform other duties as assigned.

### Knowledge and Skills:

- Thorough understanding of generally accepted accounting principles.
- Excellent organizational skills and attention to detail.
- Self-audits for accuracy.
- Problem-solve independently.
- Strong analytical skills.
- Communicate clearly and concisely.
- Prioritize multiple tasks and deadlines.
- Maintain confidentiality.
- Proficient in Microsoft Office Suite or similar software.

### Education and Experience:

- Bachelor's degree in accounting, or equivalent
- 2+ years of experience in accounting preferred

### Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

**Total compensation:** \$60,000 - \$71,000 (base salary plus incentive)

### Benefits:

- Medical, Dental and Vision Insurance
- Group Life and Disability Insurance
- Retirement Plan
- PTO
- FSA
- Bonus
- Flexible Working Schedule, Hybrid Opportunity

**SCIDpda Mission:** To preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.

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Employee's Signature

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Date