



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, prepare supporting schedules and reconciliations.
- Prepare and post journal entries to general ledger.
- Perform specialized accounting assignments.
- Coordinate with external auditors.
- 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 - \$65,000 (base salary) plus bonus

Benefits:

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

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

Employee's Signature

Date