

\$47,840 - \$52,000



At Wasilla Area Seniors, Inc. we believe Seniors deserve dignity and respect; and serving Seniors is our passion. All our efforts focus on helping Seniors achieve the quality of life they need, so they can remain in the home and community they choose as independently as possible for as long as possible. We believe, in all things, we must work together, and do our best.

WASI is a fun, dynamic 501(c)3 Non-Profit organization changing as needed to best meet the needs of the seniors we serve offering Senior Housing, Nutrition services, Meals on Wheels, In-Home Services, Adult Day Service, and Healthy Aging activities.

This is a progressive role within the Finance department. The Staff Accountant will handle a wide range of accounting, executive support, and finance-related tasks within a complex financial system. Supporting programs in all finance department matters under the direction and support of the Finance Director, including assisting with financial forecasting, reconciliations, auditing, grant budgeting and financial reporting. This includes but not limited to the following:

1. Supports the Finance Director with posting journal entries in a timely manner and ensuring ledgers and journals are closed in accordance with established procedures in compliance with all funders, donors, and billable revenue procedures and regulations.
2. Assists the Finance Director with creating and maintaining the annual budget, grant application budgets and forecasting of grant expenditures.
3. Provides support to the Finance Director on financial matters and reporting for the CEO, Board, Board Committees, and Program Managers.
4. Works closely with the Finance Director to complete annual and funder required financial audits and Tax preparation.
5. Assists the Finance Director with general ledger analysis and preparation of month and year-end closing entries.
6. Maintains Fixed Asset schedule tracker.
7. Assist with record retention management.
8. Works with the Accounting team preparing/reviewing bi-weekly payroll. Ensures compliance with applicable State and Federal employment and payroll laws and regulations and maintains knowledge of applicable legal requirements.
9. Assists with and monitors cash receipts, accounts receivable, cash management, monthly accounts reconciliations.
10. Assists the Accounting team and monitors accounts payables and cash disbursements and reviews or prepares weekly accounts payable for accuracy prior to disbursement.
11. Assist the Finance Director with establishing and maintaining processes, practices, and systems to ensure timeliness and accuracy of financial information.
12. Works with Finance Director on preparing annual workers compensation audits, 403b census and plan testing, and Form SF5500 submission.
13. Backup support (as needed) to the Accounting/Finance Assistant and the Finance Director position when the position is absent or vacated.
14. Other duties as assigned.

Qualifications:

1. Bachelor's Degree or equivalent experience in accounting, finance, business administration, or related field required.
2. Minimum two years' experience in prior accounting position required.
3. Minimum two years' experience in processing payroll and required payroll taxes and benefits.
4. Minimum two years' experience with QuickBooks.
5. General knowledge of accounting procedures and understanding of GAAP required.
6. Knowledge of GASB and A-133 a plus.
7. Understanding of grants management, Federal (OMB), the Uniform Guidance of federal awards, and non-profit experience a plus.
8. Must pass background and drug (including cannabis) checks.

Key Competencies:

1. Knowledge of finance best practices & regulations required, including IRS, AK Dept. of Labor, and Workforce Development and US DOL.
2. Ability to maintain a high level of confidentiality.
3. Ability to plan, set priorities and organize several work assignments with limited supervision while meeting deadlines.
4. Attention to detail and good record-keeping and mathematical skills.
5. Proficiency in general office programs including Microsoft Word, Excel, Access, PowerPoint and Outlook and other agency software tools. High proficiency with QuickBooks software or similar accounting software.
6. Ability to communicate effectively with a diverse group of providers, partners, staff, and members of the community.
7. Demonstrated proficiency in following finance policies, personnel policies, procedures, and regulations.

Physical Demands: While performing the responsibilities of the Finance Assistant, the employee is required to talk and hear. The employee is often required to sit for long periods of time and occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, or crouch.

Work Environment: While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually moderately quiet.

Note: WASI is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.

WASI is committed to a fully diverse work force. We support the principles of Equal Opportunity and Affirmative Action mandated by Title VII of the 1964 Civil Right Act. We believe our continued success depends on the full and effective utilization of a diverse workforce. We provide equal opportunity in every aspect of employment without regard to race, color, creed, religions, sex, national origin, disability, age, sexual orientation, marital status, parenthood, pregnancy, military status, public assistance status or any other classification protected by federal or local legislation.