

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **full-time Staff Accountant** to join our Finance Team based in our Seattle office. Our dedicated team of four is the backbone of financial support for all four offices of our organization, ensuring everything runs smoothly behind the scenes. A minimum two-year commitment to the position is expected.

The Staff Accountant will primarily manage accounts payable while supporting other accounting functions on an accrual basis as needed. Responsibilities include processing payments to suppliers, contractors, and employee reimbursements, along with providing assistance in payroll operations. Proficiency in payroll processing software, SAP Concur, and MIP accounting software is highly desirable.

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, Northwest Immigrant Rights Project (NWIRP) is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. With over 180 employees, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages.

NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

RESPONSIBILITIES:

The Staff Accountant will have primary responsibility for **accounts payable** while serving as a backup/assisting in the remaining areas as directed by the Finance Director:

Accounts Payable (AP)

- Receive and record invoices, employees' reimbursement and check request forms with proper supervisor approval and backup documentation;
- Pay invoices, check requests and employees' reimbursement requests by printing checks (or uploading ACH payments). Obtain authorized signatures for checks and distribution;
- Ensure all expenses have proper backup, received either in hardcopy or electronically before payment (invoice, check request, supervisor approval, and documentation of goods received or services performed) and coordinate proper coding of expenses;
- Set up new vendors before payment, obtaining W-9 forms and coding as 1099 vendors when appropriate and setting up to receive ACH payments when requested/authorized. Issue 1099-MISC forms annually;
- Receive monthly downloaded credit card expenses and send out to cardholders using the credit card expense form for coding into MIP. Communicate with staff on missing receipts and descriptions;
- Ensure accurate filing/recordkeeping for all AP payments and backup documentation whether via check, ACH

or online payments. Whenever possible/practical promote conversion to electronic format.

- Maintain security of check stock and order as needed;
- Reconcile quarterly and ensure the correct contents/balance of General Ledger balance sheet accounts for which one of the Staff Accountants is the primary user, e.g., prepaid expenses, credit card payable, employee receivables;, and
- Review stale checks and reprocess as necessary.

Accounts Receivable (AR)

- Record cash receipts activity to ensure proper coding, booking of all revenues and receivables, in coordination with Development and the Finance Director;
- Record pledges receivable and reconcile the same with the subsidiary records in the Raiser's Edge fundraising software in coordination with the Development Unit; ensure proper period and year end cut-off for posting of pledge revenue;
- Write-off of pledges receivable to the allowance for doubtful accounts, in coordination with the Development Unit and with Finance Director approval. Generate and record billings for other receivables as requested by the Finance Director;
- Reconcile bank and investment accounts monthly to the general ledger to ensure proper coding and documentation;
- Prepare and maintain a monthly investment roll-forward schedule;
- Maintain and record in-kind contributions for internal volunteer hours in coordination with the Grants and Contracts Director for attorney in-kind services;
- Maintain orderly electronic and paper records of AR transactions, and work with the other staff accountants to help to implement records organization, retention, and storage; and,
- Reconcile balance sheet accounts for accounts receivable and payroll accounts at least quarterly, as well as assisting with other reconciliations as requested by the Finance Director.

Other Responsibilities

- Prepare, process and review bi-weekly payroll for all staff, including calculating step increases, compensatory and overtime payout, vacation payout, supervision bonuses and retroactive pay when necessary;
- Assist with the annual audit and tax preparation, including preparation of audit and tax schedules, compiling documents for review and responding to requests from auditors and tax preparers, as requested by the Finance Director;
- Record accounting entries for, and maintain spreadsheet summaries of, fixed assets and depreciation annually;
- Prepare quarterly tax filings (L & I and B & O) and annual filings with the State and local governments for corporate and charitable registrations; maintain the list of all required quarterly and annual required government filings;
- Coordinate with the Finance Director to ensure fiscal deadlines and timelines are met;
- Prepare adjusting journal entries as needed or at the request of the Finance Director; and,
- Other duties and tasks as assigned by the Finance Director.

SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to immigrant rights and eagerness to support [NWIRP's mission, vision and values](#);
- Bachelor's or Associate's degree in accounting preferred, but equivalent experience will be considered;

- Minimum of 1+ year accounting experience, accounting experience in nonprofit sector preferred;
- Knowledge and experience with GAAP accounting, accounts receivable/payable, and payroll;
- Excellent written and verbal communication skills, and ability to organize information in a clear and concise manner;
- Ability to work with detailed information with a high degree of accuracy;
- Ability to be accurate and meet deadlines in a high-volume setting;
- Ability to learn and follow procedures quickly;
- Commitment to working in a diverse working environment;
- Embraces process improvement and is comfortable making recommendations;
- Strong organizational skills;
- Ability to work independently and as a team player; and,
- Familiarity with MIP (or ability to learn), SAP Concur, web-based software, MS Word and Excel.

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen, and paper. Occasional work on night and weekend hours. Travel may be required. Travel reimbursements apply.

The anticipated hours of work are Monday – Friday, 9 am – 5 pm, with a 30 – 60 minute unpaid lunch, but occasional evening work hours may be required.

Under NWIRP’s current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption). Staff may choose to wear a face mask in the workplace, but it is not currently required. At the time of this posting, NWIRP staff is operating in a hybrid model, and some in-office work will be expected of this position (at least two full days per week).

BENEFITS AND COMPENSATION:

This is a non-exempt, hourly position, with a 35-hour regular work week. The beginning annual salary for candidates with no experience is \$38.02 per hour (roughly \$69,192.64 annually) and is higher depending on years of directly relevant experience. For example, for someone with 10 years of directly relevant experience, the hourly compensation would be \$44.54 per hour (roughly \$81,068.80 annually); 20 years = \$50.88 per hour (roughly \$92,604.95 annually).

NWIRP is proud to be a unionized employer, and this **full-time** position is covered by NWIRP’s Collective Bargaining Agreement (CBA). NWIRP offers a generous benefits package, which currently includes:

- Fully paid health, vision and dental plans for employee-level coverage with employer-funded HRA and HSA options;
- FSA and Dependent Care accounts;
- Automatic, employer contribution of 3% to 403(b) retirement plan;
- Generous paid health-related leave (12 days per year);
- Generous paid vacation (16 days during your first year);
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with State-paid leave;
- 14 paid Holidays with the ability to float 5 holidays;
- Employer-paid disability, life, AD&D and long-term care insurance;
- 4 weeks of paid sabbatical after every five years of employment at NWIRP;

- Eligibility to earn compensatory time;
- Opportunities for paid professional development;
- New employees may be eligible for a relocation bonus, per the CBA; and,
- Subsidized transit pass is available for the Seattle office.

NWIRP is an eligible employer under the Federal Public Service Loan Forgiveness (PSLF) program.

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process. Please contact HR@nwirp.org.

REPORTS TO:

Finance Director

TO APPLY:

Please upload a single-file document on our [Careers Page](#) containing your cover letter, resume, and a list of (3) references.

In your cover letter, please address:

- How your personal or professional experiences qualify you for this role.

Please note that only applications containing all three required documents as a single file document will be reviewed and considered.

Full consideration will be given to those who apply by January 31st, 2025, but applications will be accepted on a rolling basis until the positions are filled.