ACCOUNTING / HR ASSISTANT

ABOUT THE YWCA SPOKANE
The YWCA is the oldest and largest women's organization in the world. It is our mission at the YWCA to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. Since 1913 the YWCA Spokane has served as a source of strength for women and children in the Spokane community. The YWCA Spokane’s three umbrella programs include Domestic Violence Victim Services, the Women's Opportunity Center and Children's Services which includes Child Advocacy and the Early Childhood Education and Assistance Program (ECEAP). For more information please visit our website at www.ywcaspokane.org.

POSITION SUMMARY:
The Accounting/HR Assistant position supports both the accounting and human resources (HR) functions at YWCA Spokane. Accounting duties include the processing of account receivables and account payables, payroll support functions, tax reporting and general ledger maintenance. HR duties include support of onboarding, payroll and employee data management.

ESSENTIAL FUNCTIONS:
Accounting Functions:
- Prepares accounts receivable deposits, assists in billing preparation documentation, and records billings
- Assists in semi-monthly payroll preparations including maintenance of employee payroll records in Financial Edge and tax submissions.
- Assists with payroll functions including processing, correcting processing errors, and distributing check stubs.
- Prepares and files quarterly and annual tax reports.
- Helps to research, reconcile and post accounts payable and prepares payments for vendors
- Assists in general ledger maintenance

HR Functions:
- Maintains accurate and up-to-date employee files.
- Answers frequently asked questions from employees relative to standard policies; refers more complex questions to Director of Human Resources.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Assists with new hire orientation functions including: verification of complete and accurate new hire documentation, creation of employee files and HRIS database input.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Submits online investigation requests and assists with new-employee background checks.
- Reconciles monthly benefits statements.
- Assists with processing of terminations, including documentation storage and HRIS data input.
- Assists with the preparation of the performance review process; creating and maintaining review tracking spreadsheet, sending out monthly reminders to managers, collecting completed reviews, filing review.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
POSITION QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
- Three years of accounting, payroll or support services experience preferred
- Bachelor’s or Associate’s degree in Accounting/Finance preferred but not required

Required Skills and Abilities:
To perform this job successfully, an individual must have the:
- Extensive knowledge of general financial accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.

COMPENSATION
Full time position, 40 hours per week
Starting Wage: $15-17 per hour, depending upon experience

BENEFITS
The YWCA Spokane offers a competitive benefits package including;
- Medical, dental and vision insurance
- Paid time off
- Paid holidays
- Employee Assistance Program
- Employer funded retirement plan

*Benefit eligibility dependent upon employment status.

HOW TO APPLY
Please apply by submitting your RESUME and a COVER LETTER to ywcajobs@ywcaspokane.org
*Applications that do not include both a resume and cover letter may not be accepted.

YWCA of Spokane is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.