

## Accounting Specialist

### Position Description

The Accounting Specialist is responsible for processing all accounts payable, accounts receivable, some aspects of payroll, billing and other general accounting and administrative tasks as needed. This is a full-time, non-exempt position, reporting to the Finance Director.

### Responsibilities

The duties of this position include and are not limited to the following:

- Process Accounts Payable, review invoices for accuracy, proper documentation and approval, code to appropriate program, funding source and general ledger account.
- Process grant billings monthly, maintain accurate grant accounting records and proper-source documentation.
- Process accounts receivable monthly, record the payments from our grantors and tenants.
- Prepare deposits identifying the source and maintaining documentation.
- Assist in verification of timesheets, preparation of payroll reports and source documentation.
- Prepare routine monthly journal entries.
- Manage schedules of prepaid items and benefits costs.
- Assist in preparing agency fundraising report monthly.
- Assist the Finance Director in monitoring budgeted spending.
- Maintain organized filing system for all accounting records.
- Adhere to agency policies and practices including confidentiality, mandatory reporting, and ethical standards.
- Complete other duties that relate to the mission of DVSAS and the goals of this position as needed.



**Domestic Violence and  
Sexual Assault Services**  
*ending violence, transforming lives*

1407 Commercial St.  
Bellingham, WA 98225  
[www.dvsas.org](http://www.dvsas.org)

24 hour helpline: 360.715.1563  
toll-free: 877.715.1563  
*accepts 711 and other relay calls  
Se habla español.*

# Accounting Specialist

### Qualifications & Requirements

- Two years of relevant experience or a bachelor's degree is preferred.
- Proficiency in MS Office Suite & ability to quickly adapt to new systems and databases
- Excellent attention to detail
- Completion of (or willingness to complete) 53-hour advocacy core training.
- Competence in basic office management, record keeping, and computer skills.
- Initiative to learn and enhance skills that promote equity and an understanding of oppression and its impact on domestic and sexual violence.
- Positive problem-solving attitude with a willingness to provide and seek feedback from team members.
- Ability to work independently and as part of a team.
- A valid drivers license and proof of current vehicle insurance.
- Commitment to respecting individual differences and serving diverse populations.
- Excellent verbal and written communication skills.
- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish, sign language, or other locally relevant languages are preferred and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.



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### DVSAS Mission

The mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

### Pay Range

This is a non-exempt position that pays \$37,740-\$44,000 per year.

### Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

### How to Apply

Submit a resume, cover letter, and application (found at [DVSAS.org](http://DVSAS.org)) to [mtinsley@dvsas.org](mailto:mtinsley@dvsas.org).



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