

**Position Title:** Senior Accountant  
**FLSA Status:** FULL TIME, exempt  
**Department:** Fiscal  
**Reports to:** CFO  
**Pay Range:** \$100,000 TO 105,000.

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**MISSION STATEMENT:**

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

**POSITION SUMMARY**

The Senior Accountant is responsible for maintaining the payroll systems on automated accounting software (Paycom) and preparing accurate and timely financial statements and documents for all organization entities in accordance with GAAP. Key responsibilities include account reconciliation, annual and contract audit preparation, and tax filings. Works collaboratively with the Human Resources department on payroll, timekeeping, benefits administration, and other related technical and employee relations issues. Supports the Accounting Department with other projects and tasks as assigned.

The Senior Accountant will also assist in other internal auditing activities including reviewing accounting procedures and processes for the best practice, testing internal control to ensure accuracy and fairness of the financial data in the financial statements. Meanwhile the senior accountant will work with department directors and programs managers to test and ensure the compliance with the funding sources.

This position requires a 6-month evaluation period

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**ESSENTIAL QUALIFICATIONS**

**Essential minimum skills, education, and experience:**

- Bachelor’s Degree with an emphasis in Accounting. USA CPA required
- Strong technical GAAP accounting background.
- Strong analytical and problem-solving skills.
- Minimum of 4-5 years of accounting and payroll experiences in nonprofit/business settings.
- Minimum of 2-3 years of Paycom payroll-related experience.
- Must be proficient in advanced level Excel and importing/exporting in multiple systems.
- Must be able to review his/her own work for accuracy and acquire strong problem solving and analytical skills.
- Daily work must be audit ready.

**Additional Preferred qualifications:**

- Proficient in MIP/Abila
- Experience with Paycom

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## **ESSENTIAL FUNCTIONS**

- Analyzes, prepares and inputs payroll data on a semi-monthly basis. Uses automated Paycom Workforce Now system to produce accurate and timely payrolls.
- Works collaboratively to coordinate the Paycom integration process and ensures efficiency of payroll process.
- Maintains integrity of payroll records and accuracy of payroll data for financial statement reporting. Downloads and requests all related Payroll reports.
- Supports the Accounting Department by completing assigned tasks, which may include but are not limited to processing cash deposits, GL account reconciliations, bank account reconciliations, journal entries, controls review and improvement, as well as process review and improvement.
- Calculates and prepares payroll-related General Ledger entries for CFO review.
- Reconciles and records medical, dental, life insurance billings, payroll advances, garnishments, and payroll related liability accounts in a timely manner. Updates and allocates medical/dental/life insurance worksheet for month-end closing.
- Tracks and maintains organization 401(k) program. Maintains participant files, loan deductions and payments, coordinates contribution payment processes with Accounts Payable. Reconciles all financial aspects of the 401(k)-program including employee and employer contributions and loan payments with Paycom system, 401(k) Management Company and Third-Party Administrator.
- Help and coordinate with HR for the annual pension audit.
- Coordinates with the Human Resources department to resolve issues and implement ongoing process improvement.
- Research and answers inquiries from directors, supervisors, and employees.
- Coordinates with Paycom for special reports used for billing, analyzing, and reporting.
- Analyzes and resolves payroll issues to ensure compliance with applicable laws and organization policies. Assists in research and application of new payroll regulations as they arise. Critically reviews and analyzes payroll processes to maintain best practices. Works collaboratively with Controller to develop and update procedures and systems.
- Conducts monthly/quarterly balance sheet, revenue, expense and payroll related accounts reconciliation for general ledger integrity.
- Assists in annual audit of El Centro as well as annual pension audit by preparing the audit schedules and other audit requests.
- Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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## **MEASURABLE STANDARDS**

- Must perform in a professional manner at all times, maintain confidences and handle highly confidential materials.
- Ability to work and communicate well with all types of people inside and outside of the organization.
- Ability to manage multiple projects with competing priorities with the ability to respond to change in a productive manner.
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Must be detail-oriented and have well defined organizational skills.
- Must be able to work independently and as a part of a team.
- Ability to work in a multi-cultural/multi-ethnic environment.

## **WORKING CONDITIONS/ENVIRONMENT**

Works in a general office environment. Generally, works a 5-day week, but may work on an approved flexible schedule.

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## **NOTES AND SPECIAL REQUIREMENTS**

Since this position works with money and highly confidential materials, it requires a criminal background check with the Washington State Patrol. The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job. This position requires a 6-month probationary period.

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## **BENEFITS**

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life Insurance is provided at no cost to employees; the option to buy additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); eligible to take accrued leave after 90 days of employment.
- 15 days of Vacation accrued by pay period; start accruing upon hire; eligible to take after passing 6 months evaluation period.
- 9 paid holidays + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees. Our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

## **EQUAL EMPLOYMENT OPPORTUNITY AND ACCOMMODATION STATEMENT:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship will result.

## **Covid-19 Vaccination Requirement:**

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer. El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact [HR@elcentrodelaraza.org](mailto:HR@elcentrodelaraza.org) for the appropriate application forms

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## **APPLICATION PROCESS**

Please send resume and cover letter outlining how your experience and education address the Essential Functions and Job Qualifications to Human Resources at [HR@elcentrodelaraza.org](mailto:HR@elcentrodelaraza.org), or stop by El Centro de la Raza at 2524 16th Ave S, Seattle, WA 98144, to drop off a resume and pick up a job application. If you have questions, please call 206.957.4626.

Contact Information

Rev: 05/24

SENIOR ACCOUNTANT