FINANCIAL SERVICES SPECIALIST II

The Financial Services Specialist is an integral part of the finance department handling the day to day transactions for maintaining accurate and compliant accounts payable, accounts receivable and payroll. This position:

- Processes accounts payable and receivables
- Verifies expenditures are in compliance with grant requirements
- Initiates contract development and tracks contract budgets
- Provides payroll data entry support
- Prepares necessary journal entries to ensure accuracy and integrity of financial information.

WHY PACMTN?

- We lead with dynamic workforce development solutions that enhance economic success in our region.
- Innovation and creativity are the backbone of our day to day activities.
- Our solutions are driven by diversity of thoughts, ideas, and solutions.
- While striving for the best, we recognize that a learning environment makes us stronger.

Learn More Here!

OUR IDEAL CANDIDATE:

- At least 2 years of experience preparing A/P and A/R transactions;
- Superior accuracy and attention to detail;
- Understands fund accounting and experience with grant funded non-profits;
- Provides excellent customer service to staff and external partners.
- Experience using Abila MIP software

INTERESTED?
Send a cover letter, resume and the PacMtn Employment Application Form to recruitments@pacmtn.org

APPLICATION DEADLINE:
This position is open until filled, however applicants are encouraged to apply quickly, first screening date is April 22, 2019.

WHAT WE OFFER...

- High energy, progressive and diverse work environment.
- Competitive salary with a starting range of $3,763 to $4,075 per month. Defined merit increases and incentive award program.
- Fully covered employee medical, dental, vision, life and long term disability insurance. Additional allowance for dependent care. Part of the PERS Retirement System
- Paid Time Off Benefits – 10 paid holidays, 1 paid personal day, 1 community service day, and starting 12 hours of accrued paid time off monthly.

This position works from our administrative office in Tumwater. This is a full time, non-exempt role. For full job description please visit our website- www.pacmtn.org/jobs

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