

**Position Announcement
Hood Canal Salmon Enhancement Group
Part-time Accountant/Bookkeeper**

May 10, 2017

The Hood Canal Salmon Enhancement Group, a non-profit organization, is seeking a part-time accounting professional. Responsibilities include full-cycle accounting, billing and financial report preparation, accounts receivable, accounts payable, payroll, grant and project accounting, and reporting.

A successful candidate will have 5+ years of experience and a bachelor's degree in Accounting. The candidate must be proficient in QuickBooks (PC), Microsoft Excel, Microsoft Word, and Microsoft Outlook.

The desired candidate must have excellent verbal and written communication skills. A positive attitude, team-centric demeanor, and exceptional attention to detail are required. The abilities to multi-task, organize, and prioritize are essential.

This is a hands-on position, not a supervisory position. The position is part-time and on-site. The accountant/bookkeeper reports to the executive director and will make regular written and verbal presentations to the board of directors' finance and executive committees.

Specific job duties include, but are not limited to:

Comprehensive QuickBooks management;
Accounts receivable, accounts payable, and payroll processing;
Cash flow report management;
Grant accounting and reporting;
Construction and other project accounting and reporting;
Financial statement preparation and analysis;
Procedural documentation maintenance;
Budget maintenance;
Preparing month-end invoices and journal entries; and
Government document reporting.

Hours: 25-30 hours per week

Compensation: Depends on qualifications and experience

Please apply by May 26, 2017 by mailing your cover letter, resume, and three professional references to:

Mendy Harlow, Executive Director
Hood Canal Salmon Enhancement Group
PO Box 2169
Belfair, WA 98528

Materials can be hand delivered to 600 NE Roessel Rd, Belfair, WA
www.pnwsalmoncenter.org