

Position: Accounting & Administration Associate

JOB POSTING ACTIVE: Jan. 1-21, 2024

Email resume and cover letter to info@downtownspokane.org. Applications are reviewed as received and selected candidates will be contacted directly. No walk-ins.

About DSP: The Downtown Spokane Partnership (DSP) is dedicated to the creation of a dynamic, vibrant, livable, and sustainable Downtown. As a private, 501c(6) not-for-profit organization, the DSP serves as Spokane's central city advocate focused on economic and community vitality initiatives. As the manager of the Downtown Spokane Business Improvement District (BID) since 1995, the DSP provides supplemental programs and enhanced services in the 80-block area that includes nearly 1,500 property owners and business tenants. To learn more about the DSP, visit DowntownSpokane.org.

About the Position: The Accounting & Administration Associate sustains operational and internal systems that are key to the long-term success of the organization with careful attention to detail in carrying out daily assignments, documentation, and communication. This position supports day-to-day administration, financial and accounting operations, and database maintenance for the DSP. This position analyzes and interprets essential information and contributes vitally to important policies and decisions. Core functions include maintenance of the BID Ratepayer database and accounts payable/receivable with reconciliation of accounts. Additionally, this position supports employee benefits, onboarding and training programs and processes bi-weekly payroll with monthly and quarterly reporting. This position also supports administrative functions, including greeting the public, answering phones, and dispatching incoming calls promptly and efficiently.

Reports To: Finance & Administration Manager
Starting Salary Range: \$22-26/hr (DOE)
Classification: Non-Exempt, Full Time (40 hours per week)
Employee Benefits*:

- 100% Employer paid Health, Vision, and Dental Insurance
- 100% Employer paid Long Term Disability & Life Insurance
- 12 paid holidays off annually
- 80 hours of accrued vacation plus Washington sick leave
- Simple IRA with employer-paid 3% match
- \$50 monthly transportation/parking stipend
- Technology stipend
- Bonus eligibility

**Some benefits subject to full time classification and waiting/probationary periods.*

Responsibilities & Duties: Essential responsibilities of this position include but are not limited to:

- Compile and prepare routine reports and summaries.
- Maintain digital and physical financial records.
- Participate and provide support in annual audits.
- Provide support to Manager of Finance & Administration, as directed.

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Accounts Payable/Receivable

- Prepare day-to-day invoices with payable forms, including identifying to corresponding account budget coding allocation.
- Reconcile corporate credit accounts, including identifying to corresponding account budget allocation and backup documentation, as well as monthly bank statements with monthly anomalies report such as check gaps, etc.
- Contact past-due accounts to resolve delinquencies and to ensure prompt payment, maintain files and initiate follow-up calls when necessary.
- Receive checks, make copy of each, and prepare receivable forms.
- Prepare bi-weekly bank deposit manually or through direct electronic device for recording in accounting system.

Payroll

- Manage addition/deletion of employees in Paylocity payroll portal.
- Process bi-weekly payroll in Paylocity portal, including off-cycle checks and bonuses.
- Prepare monthly payroll reports for executive review.
- Manage back-up review and filing of payroll documents, as needed.
- Support department managers with scheduling, time off approval and timecard approvals.
- Track and annually audit paid time off, benefits accrual and reporting in accordance with state laws.
- Liaise with Paylocity as payroll issues arise.

Database Administration:

- Maintain the BID Ratepayer assessment database, including research, verification and updating of BID Ratepayer property and tenant assessment information on an ongoing basis.
- Utilize approved assessment formulas, develop annual calculations and projections with ongoing reconciliation of collections from the city.
- Annually review assessment process for improvements in collaboration with City staff and support accompanying material development, including invoices and instructions per established timelines.
- Maintain regular communications with property managers, City departments and County assessors to inform necessary database updates.
- Serve as liaison to BID Ratepayers with contact updates and assessment-related questions.
- Oversee and maintain DSP member database, including ongoing digitization of member files.
- Manage new member enrollment and renewing member updates.

Human Resources:

- Maintain human resources information system, as well as necessary hard-copy personnel and confidential files.
- Support administration of benefits plans, leaves of absence, accommodation, disability and other related programs while supporting employees with questions related to benefits coverage and claims, plan changes, etc.
- Maintain accuracy and confidentiality of benefits data, employee records, changes of statuses, and company human resources procedures.

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Human Resources Cont'd:

- Manage job postings advertisements, job fair participation and recruitment efforts. Initiate interview screening and manage new hire requirements, including drug screening, background checks, and employment verification.
- Support new employee onboarding and orientation. Prepare appropriate forms and complete various tasks as required per position, including benefits enrollment (medical, dental, disability and Simple IRA), vaccinations, uniform distribution, etc.
- Participate in company safety compliance programs, including safety committee and accident prevention planning.
- Oversee employee recognition program, including coordination of programs to recognize outstanding employee performance; birthdays and anniversaries; internal events; and outings.

Office Administration

- Support general orderliness and organization of the office.
- Establish and maintain relationships with downtown stakeholders to provide customer service and access to resources and information about DSP and BID programs.
- Oversee office supplies, including ordering, inventory and tracking of equipment depreciation.
- Liaise with administration vendors, including property manager, IT, phones, postage meter, copier, etc.

Other duties may be requested/assigned.

About You: The Accounting & Administration Associate should be an extremely professional and organized individual with excellent attention to detail and an above-average aptitude for working with numbers. As a point of contact for human resources, this individual is both collaborative and supportive while also appreciative of the confidential nature of tasks. The right candidate has:

- Passion for downtown Spokane with exceptional work ethic and ability to exemplify DSP core values: Collaborative, Innovative, Diverse.
- Sound judgment and ability to maintain professional decorum under pressure with a positive attitude.
- Experience working in a fast-paced environment and an ability to work quickly and efficiently to problem solve with an ability to quickly adapt to changing circumstances.

Requirements:

- Minimum high school education or equivalent with ability to learn and retain directions, facts, etc. (*A.A. or B.A. in related field preferred*)
- Minimum 2 years' work experience in a related field, including accounting, human resources, business administration or other finance industry.
- Understanding of budget and database management with familiarity with basic accounting procedures.
- Proficiency in QuickBooks or similar accounting software, Microsoft Office 365 Suite, and Adobe with ability to use 10-key by touch, manage accurate data entry, and handle high volumes of daily data/information.
- Experience with Paylocity payroll/HR products. (*preferred*)

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Requirements Cont'd:

- Understanding of online platforms, including Google Workspace, Dropbox, and AI is a plus.
- Able to sit and/or stand for long periods of time with occasional lifting/pulling/pushing up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.
- Ability to speak, read, write, and understand English effectively to complete job duties.
- Proficient with mobile phones and smart devices.
- Pass background & drug screening.

While the DSP offers flexible work schedules and occasional remote work options, this position is primarily based in the office located in downtown Spokane.

Downtown Spokane Partnership is an equal opportunity employer and is committed to inclusion and diversity. The DSP recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, gender identity or expression, sexual orientation, disability, age, veteran status, and other protected statuses as required by applicable law. All employees must have permission to work in the U.S.; employment eligibility verification is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The DSP does not discriminate based on genetic information in its employment-related policies and practices, including coverage under its health benefits program.