



Senior Accountant

Reports to: Deputy Director
Status: Salary, Exempt

JOB SUMMARY:

This position serves as the Senior Accountant and will manage complex data, funds, and processes. The position will perform a variety of professional level accounting duties that support the finance and accounting operations of the Pool. The Senior Accountant will utilize professional expertise to assist with all aspects of data management, collection, and analysis for usage in underwriting, risk management and claims management. Work is performed independently requiring the exercise of discretion and sound judgement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to, the following:

The Senior Accountant works in collaboration with the Deputy Director and Accounting Specialist on the complete scope of fiscal operations including accounts payable, accounts receivable, purchasing card (P-Card) program, account reconciliations, monthly and annual reports, payroll, and budget development. The Senior Accountant will be trained to function as the primary back-up for the Accounting Specialist.

Accounts Payable, Accounts Receivable, and P-Card Program (approximately 10% of the workload)

- Review entries in QuickBooks and Fyle ensuring transactions have proper support and approval.
- Review new vendors and verify vendor files are maintained in accordance with Pool policy.
- Assist with the management of the Pool's P-Card program.
- Assist with the annual compilation of 1099 statements for vendors.
- Review customer invoices, monitor receivables, ensure payment in accordance with Pool policy.
- Review invoices and credit card payments through online payment software including payments made through WSTIP's website and payment card processing partner(s).

Payroll (approximately 10% of the workload)

- Primarily responsible for transmitting/reporting retirement hours, earnings, and withholding related information to external retirement partners such as PERS and our 401(a) & 457 plan provider(s).
- Serves as backup for the payroll in cooperation with the Accounting Specialist. Would prepare payroll (lead the process) a minimum of 4 times a year to maintain proficiency.
- Ensure W-2's are prepared, reviewed and provided to WSTIP employees.

Banking, Investments and Reconciliations (approximately 20% of the workload)

- Serves as the backup to Accounting Specialist for the recording of Pool deposits.
- Reconcile monthly bank and investment statements.
- Prepare Treasurers Report and coordinate the review and approval workflow.
- Prepare assigned asset/liability account reconciliations and review reconciliations prepared by others.
- Prepare journal entries and reconciliations in connection with monthly close.



Financial Close, Reporting, Budgets and Audits (approximately 20% of the workload)

- Contribute to a timely month-end close and an effective and efficient year-end close.
- Review voucher reports and the classification of transactions for the statement of cash flows.
- Assist with preparation of monthly, quarterly and annual financial statements, reports, and summaries; resolve outstanding issues.
- Responsible for certain aspects of the accurate preparation and timely submission of internal reports as well as external reports (Washington State Auditor's Office and the State Risk Manager).
- Assist with external independent audit processes; provide relevant analytic documentation.
- Assist other departments with budget forecasts. Prepare/analyze budget to actual variance reports.
- Maintain financial records in accordance with agency guidelines, accounting, reporting, and auditing rules.

Underwriting (approximately 30% of the workload)

- Manage and maintain moderately complex Excel files and datasets used for underwriting and reporting.
- Manage the preparation and collection of all underwriting activity.
- Compiles and analyzes underwriting information to ensure completeness in Member datasets.
- Maintains multiple underwriting data files used for forecasts and underwriting projections
- Records changes in Origami related to underwriting activity.
- Manage several aspects of actuarial report data collection and analysis.
- Prepare the annual Prior Period Assessment Audit.

General Duties (approximately 10% of the workload)

- Collaborate with other departments by providing additional reviews of datasets from several sources.
- Stay abreast of new and updated laws and regulations.
- Compile financial data for various reporting purposes.
- Document processes and procedures. Continuously improve accounting systems, controls, and procedures.
- Support succession and business continuity planning efforts. This includes providing training to others who manage tasks with providing secondary support to critical aspects of this position.
- Scan files and perform work in a digital workflow environment. Participate in agency-wide maintenance activities such as database cleanup, record retention, purging, and storage.
- Attend staff meetings, training, and seminars as requested.
- Serve on WSTIP committees and represent WSTIP on WSTA committees as assigned.
- Other duties as assigned.

SOFTWARE AND SYSTEMS:

- QuickBooks (accounting software)
- US Bank SinglePoint (AP P-Cards/credit cards)
- KeyBank Navigator (banking)
- Origami (risk management information system)
- Authorize.net (AR credit card processing)
- Fyle (expense reimbursement software)
- Microsoft Office Suite including Word, Excel, Outlook, PowerPoint
- Adobe Acrobat Pro



STANDARDS OF PERFORMANCE:

- Actively support and incorporate WSTIP's vision, mission, core values and strategic priorities into daily activities.
- Work cooperatively with department managers, the Executive Director and Pool Members.
- Report to work as scheduled or as communicated.
- Maintain confidentiality of all information related to Members, Staff and other information as appropriate.
- Demonstrate positive interpersonal relations in dealing with fellow employees, WSTIP members, WSTA employees and vendors so that productivity and positive relations are maximized.
- Identify and work cooperatively with internal and external stakeholders on projects and communicate information and decisions through written communication and presentations.
- Strive to stay up to date through ongoing training, networking, and regular reviews of current relevant trade journals. This includes maintaining a certified public account license (if applicable).

KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Bookkeeping, accounts payable, accounts receivable, expense reimbursements, banking including bank reconciliations, asset and liability reconciliations, payroll and budget practices.
- Generally Acceptable Accounting Principles (GAAP).
- Government Accounting Standards Board requirements (GASB).
- Knowledge of federal, state, and local laws as applied to personnel and labor.
- Project management.

Ability to:

- Understand, interpret, explain, and apply Federal and State laws and regulations as well as Agency policies and procedures related to assigned area.
- Read and understand bookkeeping, accounting, and financial documents.
- Make arithmetical computations and tabulations.
- Work independently with limited supervision.
- Plan and organize work in an efficient, cost effective and results-focused manner.
- Perform work accurately with strict attention to detail.
- Work well under pressure and in high stress situations, quickly switch from one task to another.
- Establish and maintain moderately complex records and reports.
- Communicate effectively, both orally and in writing, including effective presentation skills. Prepare clear, concise, and accurate reports.
- Interact favorably with people and work effectively in a team environment.
- Establish and maintain effective and cooperative working relationships with members, outside consultants, service providers, vendors, and the public.
- Analyze statistical and other data and make conclusions which produce effective risk analysis.
- Manage multiple projects and priorities within appropriate deadlines.
- Travel out of area on an infrequent basis.



QUALIFICATIONS:

A combination of experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

- Four years of experience performing similar professional level accounting functions.
- Experience producing financial statements.
- Intermediate knowledge of QuickBooks accounting software. (Experience with other accounting software programs will be accepted).
- Intermediate knowledge of Microsoft suite of products including Word, Outlook and PowerPoint.
- Expert knowledge of Microsoft Excel including the use of spreadsheets, tables, pivot tables, graphs, calculations, and automation efficiently to process large quantities of data relevant to business tasks.
- Intermediate knowledge of Adobe Acrobat Pro.
- Demonstrated ability to coordinate daily activities to meet schedules and complete assigned tasks.
- Desired: experience working in the public sector.
- Desired: familiarity with pooling.
- Desired: familiarity with insurance industry terminology.

Education:

- Bachelor's degree with finance/accounting coursework as part of the degree. May consider direct relevant work experience in lieu of a BA degree.

Licenses and Certifications:

- Valid Washington State driver license at the time of hire.
- Desired: Certified Public Accountant (CPA).
- Desired: QuickBooks certification

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is generally performed in a fast-paced office environment with frequent interruptions.

Strength: Lifting and carrying general office supplies and files; typically weighing less than 25 pounds.

Manual Dexterity: Ability to consistently perform moderately difficult manipulative skills such as typing and word processing.

Mobility: Ability to climb ladders, stairs, ramps, stoop, kneel, crouch, reach and move around in crawl spaces and areas with low ceilings while making on-site physical risk control inspections. Ability to walk at least ½ mile on variety of surfaces. Ability to sit for extended periods of time.

Visual Discrimination: Ability to consistently identify objects and persons at a distance; read fine print on records and forms.

Hearing: Ability to consistently distinguish normal sounds with some background noise; multiple sounds in a stimulated environment; and verbal language and tones on the telephone.

Speech: Ability to speak clearly and make oneself understood on a one-on-one basis with individuals and in group settings.