

ACCOUNTANT

Reports to: Chief Financial Officer

FLSA Category: Non-exempt, Full-time (30+ hours/week)

Summary

The Seattle School of Theology & Psychology (formerly Mars Hill Graduate School) is a small non-denominational graduate school in Seattle, Washington. Founded in 1997, the school attracts students from around the country who want to explore the relationship between faith and mental health. We currently serve almost 300 students. Students and graduates are employed in a variety of service agencies throughout the world as well as in private practice and church ministry.

The Seattle School is an Equal Opportunity Employer with a strong commitment to excellence and diversity throughout the school. Applicants must have leadership, vision and consensus building skills that will lead The Seattle School into the future.

We have an immediate opening for an Accountant to work in the School's Business Office, reporting to the CFO. This is a full-time, benefited position and is scheduled for 30 or more hours per week.

Essential Functions

The Accountant will:

- Assist the CFO in Business Office operations in accordance with school policies and procedures.
- Provide database management using Dynamics Great Plains Software.
- Manage student billing process.
- Handle A/P and A/R tasks.
- Perform monthly bank and general ledger reconciliations.
- Assist with the annual audit and budget process.
- Assist with systems conversions as they relate to Accounting.
- Manage the payroll processing.
- Communicate with other staff and students in accordance with the school's values and objectives.

Required Qualifications

The Accountant will have:

- A minimum of 5 years accounting experience.
- Experience with Dynamics Great Plains accounting software highly desired.
- Experience with Fund Accounting preferred.
- Strong organizational and computer skills.
- High level of accuracy and precision in inputting and managing data.
- Demonstrated ability to work in a multi-tasking environment.
- Self-starter with ability to work as a team player.
- Enthusiastic, outgoing personality with a customer service orientation preferred.
- Demonstrate a heart to embody God in relationship with others.

Compensation/Work Environment

The Seattle School of Theology & Psychology is located on the Seattle waterfront in the Belltown neighborhood and provides competitive compensation and benefits. For this position we offer bus pass subsidy and a flexible, supportive environment and would be negotiable with regard to hours and schedule.

For more information regarding The Seattle School, please visit us at www.theseattleschool.edu.

Application Process

If you would like to apply, please include a resume, cover letter and salary expectations and forward to jobs@theseattleschool.edu. The posting will remain open until filled.