



## Job Announcement: Accounting Coordinator

**Position Title:** Accounting Coordinator

**Designation:** 32 hours a week (80% Full Time Equivalent)

**Start Date:** November 2023 or when filled

**FLSA Status:** Non-Exempt Hourly

**Salary Range:** \$25.00-\$28.00 DOE.

**Benefits:** Triangle offers a competitive benefits package that includes medical, vision and dental coverage, Health Reimbursement Arrangement (HRA), commuter subsidies for transit, parking and/or bicycle transit, professional development budget, a 401k retirement plan, and flexibility for occasional work from home. Other benefits include a welcoming community with a collaborative culture and an emphasis on growth and learning, as well as the ability to create change with schools, governments, stakeholders, and communities.

### Summary

We are looking to add an entry level Accounting Coordinator that is outgoing, communicates in a friendly, professional manner, and is detail-oriented in support of Triangle's mission for a sustainable planet. The Accounting Coordinator will be a key member of the Administrative Team in support of the Finance Associates. The Accounting Coordinator will be responsible for all accounts payable and related data entry and coding. This position will work closely with the Finance Associates in charge of Accounts Receivable, Financials and Payroll, Accounts Payable as well as Triangle's Co-Presidents and its CFO.

Triangle highly values proactive, positive and a can-do attitude for problem solving, customer service and teamwork skills. This includes demonstrating a sincere, positive attitude toward helping others, getting things done and developing positive working relationships with colleagues. Your work at Triangle will offer a clear path for professional growth and interesting, challenging work as part of our team.

### Who We Are

Triangle Associates is celebrating 44 years of helping decision-makers make public policy decisions that support a more sustainable and equitable planet through our community engagement, facilitation, and education work. Decision-making for a sustainable planet requires engaging with the communities affected by those decisions.

Triangle Associates is a woman-owned business that provides consultation services to government agencies, Tribes, nonprofit organizations, and private companies. With around 50 staff members, we connect with dozens of institutions and thousands of community members and students every year throughout the Pacific Northwest and beyond. Triangle has its main office in Seattle, and satellite offices in Portland, Bellingham, and Eastern WA.

Triangle is committed to being an anti-racist organization; providing opportunities and platforms for our staff, clients, and community partners to be seen, heard, and amplified – especially Black, Indigenous, people of color (BIPOC), and other marginalized people. For our full DEI Commitment statement, see [here](#).

### Location and Remote Work

This position will be expected to work in-person to start at the Company's Seattle Office in the Eastlake neighborhood. A hybrid work option may be available after 6 months in the position. The Eastlake area has plenty of free parking and easy to access public transportation. Triangle operates on an 8-5, Monday-Friday schedule and provides flexibility for each employee's specific hours. This position is 32 hours a week.

### What You Will be Doing

- Process and maintain accurate and well documented accounts payable for the company and project-based expenses. This includes:
  - Produce expense reports in preparation for data entry tasks
  - Data entry of credit card transactions, vendor invoices and employee reimbursements in QuickBooks

- Research currently available data to properly record and process A/P entries
- Backup support for bank statement and credit card reconciliation
- Assisting with payments for health and retirement benefit programs
- Maintain well organized A/P files includes scanning and storing digital files
- Implement new or improve existing finance processes
- Provide administrative support for Finance Team meetings including meeting logistics, facilitation and note taking

### Candidate Qualifications

- At least 2 years' experience with data entry and support for finance transactions
- Accounting certification or working towards accounting certification (preferred but not required)
- Working knowledge of spreadsheets and databases
- Ability to work independently and as part of a team
- Accurate data entry with attention to detail
- Ability to maintain confidentiality of proprietary information and use of discretion and professionalism
- Demonstrated methods of staying organized, prioritizing tasks and tracking multiple tasks while maintaining accuracy

### Physical Demands

To successfully perform the essential duties of this position, an individual must be able to sit at a desk or in meetings for 4 to 8 hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice. Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

### Ready to Apply?

Please send a cover letter and resume to Human Resources Manager at [employment@triangleassociates.com](mailto:employment@triangleassociates.com). Please include the position title in the subject line. Please highlight how your previous work experience and capabilities directly support the job responsibilities and your success at Triangle.

### Hiring Timeline and Process

Virtual and in-person interviews will be held in November 2023. A summary of interview questions will be sent to interviewees in advance. All applicants will be notified when the position is filled.

*Triangle is an Equal Employment Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression. We strongly encourage and seek applications from individuals with a bilingual and/or bicultural background.*

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