

Senior Accountant

If you consider yourself extremely detailed oriented, enjoy a smaller accounting team and like to oversee a variety of financial responsibilities as a Senior Accountant, we would love to hear from you.

A well-established construction industry business based in Downtown Seattle is searching for a Senior Accountant to handle payroll, oversight of the G/L, AP/AR, state and local taxes, reconciliation of accounts and interpret financial data. The ideal candidate must take pride in accuracy, take initiative, be team oriented, and possess positive communication skills. This candidate must be able to adapt to a fast-paced environment.

Key responsibilities of the Senior Accountant include:

- Process payroll and verify employee deductions and taxes are properly processed.
- Collects appropriate data and prepares federal, state, and local reports, sales and use taxes.
- Complete all L&I reporting to ensure compliance.
- Post, reconcile and file accounts payable invoices.
- Weekly check runs.
- Review vendor statements and follow up on questions and issues.
- Review weekly A/R summary and oversee collections-
- Maintain accurate records and files

What the Successful Candidate will have:

- Degree in accounting and 4 to 5 years related experience required.
- Thorough working knowledge of accounting theory, concepts, practices & procedures.
- Knowledge of federal, state and local taxes.
- Proficient with Microsoft Office applications including Word, Excel, and Outlook.
- Familiarity with accounting software.
- Must be extremely detail oriented and possess excellent organizational and communication skills.
- Strong analytical, time management and decision making skills.
- Team oriented philosophy.
- Ability to meet deadlines.

Outstanding Benefits include:

- Competitive compensation
- Generous paid time off and holidays
- Health, dental and vision insurance
- Vehicle/public transportation allowance

This is a non-smoking work environment.

To apply, submit your cover letter, resume and salary requirements to jobs@allthings-hr.com