



abused Deaf women's advocacy services

Finance & Accounting Coordinator

Full-Time, Non-Exempt Position

Location: Onsite in Seattle, Washington.

About ADWAS

Abused Deaf Women's Advocacy Services (ADWAS) is a nonprofit agency based in Seattle, WA. We support Deaf and DeafBlind survivors of domestic violence and sexual assault and provide prevention education to the broader community.

Job Summary

The Finance & Accounting Coordinator supports the Finance Director in managing the day-to-day financial operations of ADWAS. This position plays a vital role in maintaining financial compliance across multiple government and private funding streams, while contributing to a culture of integrity, sustainability, and equity. The role requires strong attention to detail, discretion with sensitive information, and a commitment to trauma-informed and culturally responsive practices.

Core Responsibilities

Finance & Accounting

- Enter and code invoices; prepare accounts payable batches for approval.
- Process check runs, issue payments, and track disbursements with full documentation.
- Record incoming deposits and track accounts receivable, including grant reimbursements and donor contributions.
- Reconcile monthly bank statements and credit card accounts.
- Maintain organized and accurate financial files (both digital and paper), ensuring audit readiness.

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- Assist with reviewing timesheets and preparing payroll data for processing.
- Support the Finance Director with compiling financial data for grants, reports, and audits.

Administrative Support (as needed)

- Scan, upload, and organize finance-related documents.
- Help manage filing systems, calendars, and scheduling related to finance tasks.
- Order finance office supplies and monitor related inventory.
- Provide clerical support for HR/payroll or benefits documentation when requested.

Collaboration & Communication

- Communicate with vendors, staff, and funders regarding payment status, billing, and documentation needs.
 - Support implementation of internal controls by following policies and flagging inconsistencies.
 - Maintain confidentiality and handle sensitive financial and payroll information responsibly.
 - Attend team and department meetings as needed; contribute to a positive, trauma-informed, and equity-centered workplace culture.
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Required Qualifications

- Minimum of **4 years** involvement in Deaf or DeafBlind communities
- **Fluency in ASL or willingness to learn.**
- Associate's degree in accounting, Finance, Business Administration, or related field; OR equivalent professional experience (2–4 years bookkeeping or accounting experience).
- Experience with accounts payable, or general bookkeeping tasks.
- Ability to maintain confidentiality and handle sensitive financial information
- Understanding of domestic violence and sexual assault issues (a plus)
- Willingness to work flexible hours
- Awareness of oppression within marginalized populations

Preferred Qualifications

- Bachelor's degree in accounting, Finance, or related field
- Experience with government grants, funder documentation, or audit processes.
- Familiarity with QuickBooks Desktop or similar accounting software.

Reports To

Finance Director

Essential Functions

- Remain in a stationary position: **frequently**
 - Use written English to produce and edit documents: **often**
 - Move throughout the office/community: often
 - Operate standard office equipment: constantly
 - Communicate accurately with team/community: constantly
 - Problem-solve, organize, and follow through: constantly
 - Switch between tasks: frequently
 - Work outdoors (hot/cold): sometimes
 - Lift/carry up to 20 lbs: seldom
 - Work independently: frequently
 - Interpret data and make decisions: frequently
 - Supervise staff: not applicable
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Salary & Benefits

Salary Range: 27.88 to 42.54 per hour.

Benefits include: medical, dental, vision, and life insurance; paid sick and vacation time; retirement plan; and a self-care reimbursement allowance.

To Apply

Please send your ADWAS application, cover letter, resume, and three professional references to Jobs@adwas.org.

Position is open until filled. Interviews will be scheduled as materials are received—early applications are encouraged.

If you require accommodations during the application or interview process, contact operations@adwas.org.

Our Commitment to Equity

ADWAS is committed to creating a workplace that reflects the diversity of the communities we serve. We do not discriminate on the basis of race, color, gender, age, disability, income, sexual orientation,

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survivor status, or any other identity. Survivors of interpersonal violence, Deaf, DeafBlind, DeafDisabled, S/CODA, BIPOC, and LGBTQIA+ individuals are **strongly encouraged to apply**.