abused Deaf women's advocacy services

Finance and Accounting Coordinator

Keep the financial details moving, organized, and accurate so ADWAS programs have the support they need behind the scenes.

EMPLOYMENT Full-Time, Non-Exempt	**REPORTS TO** Finance Director
LOCATION Seattle, Washington	**SCHEDULE** Full-time, with flexible hours as needed.

ABOUT ADWAS

Abused Deaf Women's Advocacy Services (ADWAS) supports Deaf, DeafBlind, and DeafDisabled survivors of domestic violence and sexual assault and provides prevention education to the community.

WHY THIS ROLE MATTERS

The Finance and Accounting Coordinator supports the Finance Director with the everyday accounting work that keeps ADWAS running. This role works across accounts payable, receivables, reconciliations, payroll support, financial records, audits, and reporting preparation. The position also coordinates routine accounting assistance from PASS and helps make sure documentation is complete, organized, and ready when Finance, funders, or auditors need it.

Responsibilities

Daily Accounting

- Enter and code invoices and prepare accounts payable batches for approval.
- Process approved check runs and payments and maintain complete disbursement documentation. Coordinate with PASS on matching invoice documentation and mailing checks.
- Record incoming deposits using supporting documentation from PASS and Prevention/Program Support Staff. Track accounts receivable, including grant reimbursements and donor contributions.
- Prepare monthly bank and credit card reconciliations for Finance Director review. Use the credit card statements and charge documentation matched by Program and Admin Support Staff (PASS) and follow up on discrepancies.
- Coordinate with PASS on deposit documentation and petty cash records; PASS prepares and makes deposits and reconciles petty cash accounts.
- Maintain accurate, organized financial records and supporting documentation in digital and paper files.

Payroll Reports and Audit Support

- Assist HR with reviewing timesheets and preparing payroll data for processing, using timesheet packets assembled by PASS.
- Provide requested clerical support for payroll, HR, and benefits documentation.
- Compile financial data and supporting records for grants, financial reports, audits, and fiscal reviews under the Finance Director's direction.
- Organize requested documentation and follow up on missing records with staff and vendors.

Coordination and Financial Administration

- Coordinate routine accounting assistance with PASS while recognizing front desk coverage as that position's first priority.
- Communicate with vendors, staff, and funders about payment status, billing, and documentation needs within assigned responsibilities.
- Follow financial policies, internal controls, and approval procedures; flag inconsistencies and unresolved issues for the Finance Director.
- Scan, upload, and organize finance-related documents. Maintain finance filing systems, calendars, and schedules.
- Order finance office supplies and monitor related inventory as needed.

- Maintain confidentiality when handling financial, payroll, HR, and resident information.
- Attend staff and department meetings, participate in training, and contribute to ADWAS's mission and core values.
- Perform other duties as assigned.

Required Qualifications

- Experience with bookkeeping or accounting tasks such as accounts payable, receivables, deposits, and account reconciliations.
- Ability to use accounting software and spreadsheets to enter, organize, and review financial information accurately.
- Strong attention to detail, organization, follow-through, and discretion with confidential information.
- Awareness of oppression within and affecting marginalized populations.
- Willingness to work flexible hours as needed.

Preferred Qualifications

- Experience with QuickBooks Desktop and Excel.
- Experience with nonprofit accounting, grants, or multiple funding sources.
- Understanding of domestic violence and sexual assault issues.
- Working knowledge of ASL, or willingness to learn.

Essential Functions and Work Environment

ADWAS will work with employees with disabilities to provide reasonable accommodation for essential duties.

- Remain stationary for sustained periods and use a computer and standard office equipment.
- Read, write, and edit financial documents and other records in English.
- Communicate accurately with staff, vendors, funders, and community members.
- Analyze financial records, identify inconsistencies, prioritize work, and switch between tasks.
- Work independently within established policies and Finance Director guidance.
- Move within the office and community as needed; occasionally work outdoors and seldom lift or carry up to 20 pounds.
- This position does not supervise staff.

Equal Opportunity

ADWAS is an Equal Opportunity Employer. Deaf, DeafBlind, DeafDisabled, S/CODA, hard of hearing, survivors of interpersonal violence, BIPOC, and LGBTQIA+-identified persons are encouraged to apply. ADWAS will not discriminate against any employee or applicant because of race, color, gender, age, sex, ethnicity, income, military status, religion, national origin, pregnancy, marital status, sexual orientation, gender identity, gender expression, political ideology, ancestry, status as a domestic violence or sexual assault survivor, or the presence of any sensory, mental, or physical disability. Such action shall include, but not be limited to, employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training. This policy of nondiscrimination shall be posted in conspicuous places and made available to all applicants.