



***We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.***

**Effective 01 June 2021, IslandWood will require all staff, volunteers, docents, interns and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation.**

**This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients and students. Waivers are available for medical and religious exemptions.**

<b>Job Title:</b>	<b>Junior Accountant</b>
Department:	Finance
Reports To:	Director of Accounting
Classification:	Part-time/Annual, Hourly/Non-exempt
Work Schedule:	Monday through Friday on Bainbridge Island Campus Work schedule can be flexible at 32 hours per week
Pay Rate:	\$22.00 per hour
Benefit Package:	Full benefit package provided; health benefits 100% premium paid by IslandWood; (medical, dental, vision, life, LTD), HSA, Flex, 401k, 3 weeks prorated paid vacation

**Overview:**

IslandWood’s mission is to provide exceptional learning experiences to inspire lifelong environmental and community stewardship; our 250-acre campus is located on Bainbridge Island. The Junior Accountant works with the Finance team to ensure the integrity of our accounting practices and principles.

**Primary Responsibilities:**

- Ensures all vendor invoices are properly recorded including coding, authorizations, and accurate entry into the accounting system in conformity with the budget categories.
- Monitors accounts payable aging, prepares weekly vendor check runs, and acts as liaison with vendor representatives.
- Processes and reconciles IslandWood credit cards; gathers and maintains supporting documentation, codes and imports data.
- Prepares regular and month-end journal entries, general ledger reports and reconciliations.
- Reconciles Gift Shop inventory and petty cash funds.
- Assists with other accounting functions as needed.
- Supports IslandWood’s strategic plan to expand our mission and impact, and commitment to mission, vision, values (welcoming, engaged, curious, accountable, adventurous) and organizational goals.

**Required Qualifications:**

- Associates Degree in Accounting or 2 years bookkeeping/ accounting experience.
- Effective communication skills across all channels.
- Strong Excel skills, including use of cloud-based accounting software (Intacct), databases, and MS Office
- Ability to take initiative and prioritize tasks while adhering to deadlines; effective time-management, problem-prevention, and problem-solving skills.
- Experience working with diverse staff, clients and vendors.

## ISLANDWOOD JOB OPPORTUNITY

Job Title: Junior Accountant

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### Required Qualifications: (continued)

- Ability to work accurately with close attention to detail.
- Ability to maintain confidentiality of sensitive information.
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Commitment to support IslandWood's work towards justice, equity, diversity and inclusion in the workplace.
- Must comply with and maintain a drug-free work environment.
- Must pass child safety screening procedure; post offer.

### APPLICATION REQUIREMENTS:

Please submit a cover letter, resume and two current references **OR** an [Application for Employment](#) to:

By email to: [employment@islandwood.org](mailto:employment@islandwood.org) and state "Search for Junior Accountant" in the subject line.

By mail to: IslandWood, Search for Junior Accountant, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Notes: Application forms are available on our website at [www.islandwood.org](http://www.islandwood.org) in English and Spanish.

Position Posted: 07 May 2021  
Application Deadline: Open until filled  
Start Date: As soon as practical; May/June

*IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.*