



PACIFIC NORTHWEST TITLE

Accounting Assistant/Bookkeeper

Do you have a strong eye for detail, and a willing and helpful attitude? PNWT is looking for an Accounting Assistant to join our team! If you are disciplined, cooperative and flexible this may be the job for you!

Position Summary:

The Accounting Assistant at PNWT will work with our Accounting team to support our Title and Escrow Departments. The Accounting Assistant is responsible for properly performing financial activities related to the General Ledger Accounting in accordance with established policies, procedures and controls. Duties include: Accounts Receivable, Accounts Payable, entering financial transactions into our software system and reconciling invoices. Ultimately, you will help our Accounting department run smoothly, ensuring transparency and efficiency in all transactions.

Duties & Responsibilities may include:

- Code and enter Accounts Payable invoices in accounting system; prepare and distribute checks
- Enter Accounts Receivable incoming wires and checks in accounting system; send to customers
- Enter monthly journal entries, including sales, prepaids, accruals, etc.
- Perform monthly reconciliations of bank statements, balance sheet accounts and credit card transactions
- General Ledger reconciliations and researching
- Maintain vendor and customer information in accounting system
- Track fixed asset spending
- Assist with preparation and filing of monthly and quarterly tax returns
- Assist with gathering and review of annual tax documents and information
- Assist in annual tax prep information provided to CPA firm
- Written and verbal communication with internal and external sources to research and resolve discrepancies
- Provide backup support for Payroll
- Post Escrow wires
- Assist with preparation of monthly financial statements, reviewing for accuracy
- Other duties as assigned

Skills/Qualifications/Qualities:

- General Accounting knowledge
- Highly proficient in 10-key and typing
- Excellent data entry skills (both speed & accuracy)
- Strong knowledge of double entry accrual accounting with a solid understanding of the general ledger
- Experience with payroll processing and payroll policies
- Knowledge of Sage, Qualia or Paylocity a plus
- Self starter
- Must be able to work independently and as a part of a team
- Capable of proceeding with tasks with little supervision
- Strong verbal communication skills
- Excellent customer service skills

- Problem solving & decision-making skills
- Working knowledge of Microsoft Office software, i.e. Excel, Word, etc.
- Desired Traits: dependable, responsible, honest, integrity & able to maintain confidentiality

Education/Experience:

- Experience in General Accounting practices
- 2 + years of experience in an accounting assistant role
- Experience in Title or Escrow a plus

Send resumes to employment@PNWTKitsap.com

Pacific Northwest Title is an equal opportunity employer. All applicants will be considered for employment without attention to by race, color, sex, religion, age, national origin, marital or military status, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, status as a victim of domestic violence, sexual assault, or stalking or any other status or characteristic protected by local, state or federal law.