



Accounting Assistant

Pacific Northwest Title is searching for an addition to our Accounting team! If you have an understanding of Accounting and an eye for detail 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. They are responsible for properly performing financial activities related to the General Ledger Accounting in accordance with established policies, procedures and controls while ensuring transparency and efficiency in all transactions.

Duties & Responsibilities:

- Process all Incoming and Outgoing Wire Transaction through the bank and post to Escrow files
- Maintain Electronic records of wire documentation
- Daily Balancing of the Escrow and Operating Bank Accounts
- Validate any Positive Pay exceptions with the bank
- Process Stop Payments on checks for Escrow
- Assist Escrow with various research requests
- Cross-Train with other Team members to assist with coverage and add diversity
- Written and verbal communication with internal and external sources to research and resolve discrepancies
- Provide backup support for Accounts Payable and Accounts Receivable
- Perform Monthly Underwriter Activity Reconciliations
- Manage "Title M" AR and Collections
- Review and report on Monthly Trial Balance
- Perform the day end desktop deposits for Escrow Accounts and Recordings
- Maintain Confidentiality
- Other duties as assigned

Skills/Qualifications/Qualities:

- General Understanding of Accounting
- Experience in General Accounting practices a plus
- Experience in Title or Escrow a plus
- Possess Excellent Time-Management Skills
- Proficient in typing, 10-key a plus
- Excellent data entry skills (both speed & accuracy)
- Knowledge of Sage, Qualia or Paylocity a plus
- Must be a self-starter and be able to work both independently and as a part of a team while taking ownership of one's responsibilities
- Strong verbal and written communication skills
- Problem solving & decision-making skills
- Working knowledge of Microsoft Office software, i.e. Excel, Word, Outlook, etc.
- Desired Traits: reliable, punctual, honest, patient, professional, friendly & shows integrity

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.