
ACCOUNTANT

Part Time, Non-Exempt
Location: Gig Harbor, WA
Reports to SVP, Family Office Services
May 7, 2019

Who We Are

At Seattle Bank, our mission is to be a unique financial resource to our community by providing our clients a personalized experience and peace of mind. We know that we create value for clients by aligning the right resources behind them and their dreams. We achieve that alignment through a shared sense of vision, urgency, and possibility.

We're unlike most banks, in that we are highly focused on providing tailored services to individuals and families, business owners, and businesses. That focus enables us to customize solutions to a unique personal or business situation. We leverage a great team and great technology to move quickly, and to make things easy for our clients.

Position Summary

The Accountant role is part of the Family Office Services group located in Gig Harbor. The team provides bill pay, financial reporting, and administrative solutions for Ultra-High Net Worth clients. We are looking for an energetic and resourceful professional; someone who enjoys solving problems and gets energized working on multiple assignments, including handling special client requests. The ideal candidate must be great with details, very organized, a self-starter, and adaptable as needs change. The position's responsibilities include personal and partnership accounting, financial reporting, cash management, and bill payment. The Accountant will be an integral part of the Family Office Services group, providing day-to-day financial support for multiple clients.

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ACCOUNTANT

Essential Duties

- Prepare/maintain accounting records, journal entries, general ledgers, bank and investment reconciliations, work papers, and other supporting records for various individuals and/or entities
- Prepare entity and personal financial statements, customized reports, cash flow reports, and budgets
- Track and reconcile inter-entity loans
- Maintain books and financial records for numerous partnerships, trusts, foundations and individuals
- Liaison with client's investment advisors and CPA
- Perform services such as bill payment, cash management, banking and wire transfers
- Research and resolve issues or discrepancies with clients' accounts, bill pay or invoices
- Respond to client requests and inquiries
- Perform monthly reconciliations of client bank accounts and credit cards
- Prepare year-end reporting of 1099s
- Reconcile QuickBooks files to K-1s and 1099s
- Maintain charitable contribution tracker and provide to client's CPA on an annual basis
- Handle special projects as needed

We'd love to hear from you if you have:

- A minimum of 5 years of relevant Accounting and/or Bookkeeping experience; previous family office or CPA firm experience a plus
- Bachelor's degree in Accounting, Business or Finance
- Extremely high degree of professionalism, ethical standards, and confidentiality
- Excellent interpersonal, verbal/written communication and organizational skills

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- A positive attitude and ability to prioritize workload, meet deadlines and handle multiple projects
- Proficiency in Microsoft Office products
- Experience with QuickBooks

Interested?

Please send a cover letter and resume to jobs@seattlebank.com.

Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas. Employment at Seattle Bank is on an at-will basis.

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