



PILCHUCK GLASS SCHOOL

STAFF ACCOUNTANT

About Pilchuck

Pilchuck Glass School (PGS) is an international center for glass art education. Our campus in Stanwood, Washington, is nestled in the foothills of the Cascade Mountains on a former tree farm. PGS has a gallery and administrative office in Seattle, Washington, located in historic Pioneer Square.

From May through September every year, our [summer program](#) offers a series of courses as well as residencies for established artists in all media. Summer sessions vary in length and offer five concurrent courses in a variety of glass working processes for artists of all skill levels. Small classes taught by world-renowned artists and instructors emphasize experimentation and teamwork while fostering individual initiative and expression. PGS also offers [residencies](#) for both emerging and established artists during the fall and spring.

Additional information can be found at www.pilchuck.com.

About the position

The Staff Accountant is responsible for maintaining accounting records for PGS and works in the administrative office in Seattle, Washington. To accomplish this, the staff accountant works closely with the Development Coordinator, Campus Operations Manager and supporting personnel, and the Seattle Gallery Assistant as well as PGS external vendors and service providers. The Staff Accountant reports to the Director of Finance.

Position responsibilities

- General Ledger maintenance work including managing the chart of accounts and program codes, posting of semi-monthly and seasonal payroll, month end and year end journal entries.
- Cash receipts processing (cash, check, credit card) including donations, application and tuition payments, event revenues, and campus store and gallery sales via multiple payment processors.
- Reconciliation of accounting records with accounts receivable and revenue database.
- Accounts payable including vendor file maintenance, vouchering and obtaining approval of invoices, generation of checks or initiation of wires or automated payments, and annual 1099 preparation.
- Reconciliation and payment of organization credit cards.

- Seasonal campus staff payroll processing, coordinating with campus staff on seasonal employee set up and maintenance, time reporting and payroll cutoff dates.
- Reconcile bank accounts on a monthly basis.
- Assist in annual operating budget creation and input approved budget to accounting system.
- Create and distribute monthly financial reports for management to monitor budgets, and assist managers as necessary in analyzing budget variances.
- Track and analyze project or program expenditures as requested.
- Prepare and submit state and local agency filings and tax returns.
- Assist in accounting policy development, as needed. Ensure compliance with policies regarding expense reimbursement and check requests by training staff.
- Provide support for year-end audit and federal tax return preparation.
- General office duties including filing, record management and supply ordering for Seattle office.
- Other duties as assigned.

Required skills

- Strong written and verbal skills.
- Ability to work collaboratively in a team environment.
- Ability to manage multiple deadlines and prioritize work.
- Detail oriented and organized.
- Technology savvy including expertise in MS Office, databases (Raiser's Edge preferred), general ledger (MIP Abila preferred) and payroll processing (ADP preferred).

Minimum Qualifications

- ✓ 5 plus years accounting experience in a nonprofit organization.
- ✓ Ability to drive to campus as needed.
- ✓ Able to work weekends or extra hours to support events or meet deadlines.

To Apply

Email resume and cover letter addressing relevant experience and interest in the position to Diane Buckley at jobsearch@pilchuck.com. The email subject line should say "Staff Accountant [your name]". Name attached files a label that also includes your name. The position will remain open until filled.