



Pike Place Market Preservation & Development Authority (PDA)

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POSITION TITLE: Staff Accountant Updated: May 2022

GRADE: (I) **FLSA STATUS:** Non Exempt

REPORTS TO: Accounting Manager

GENERAL RESPONSIBILITIES:

This position will participate in many accounting functions for our agency. Besides regular and recurring tasks, there will be other projects assigned by the Director of Finance and Accounting Manager.

ESSENTIAL FUNCTIONS:

- Prepare journal entries and provide supporting documentation to all the entries sufficient for audit purposes.
- Assist during month-end reporting for Pike Place Market PDA
- Update the Work in Process Spreadsheet and Fixed Asset records
- Record Daystall Tenants' charges and generate their monthly statements
- Reconcile PDA, bank accounts.
- Organize and maintain records related to contracts and resolutions.
- Assist Director of Finance during the Budget process. Enter all budget figures (trending) into YARDI, and apply changes on Budget Trending during the year based on the managers' requests and Budget revisions.
- Assist during the PDA Audits, prepare schedules, pull records, provide and compile information requested by the Auditors.
- Other projects assigned by Director of Finance and Accounting Manager
- Other duties as assigned

QUALIFICATIONS:

- Bachelor of Arts degree in accounting and min 2 years over all accounting functions (full cycle) Recent college graduate
- Ability to communicate effectively both orally and in writing
- Demonstrated ability to work with little or no supervision, to accept responsibility and complete assigned work in a timely manner
- Proficiency in the use of Excel and Access for Windows or similar spreadsheet application
- Ability to work with several accounting software applications
- Ability to establish and maintain cooperative and effective working relationships with others
- Demonstrated aptitude for working with detail.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is performed in a busy office setting, which is non-smoking, and subject to temperature variances and non-centralized heating system. Immediate work area is shared with other accounting personnel. Work environment is fast-paced and requires the ability to work under pressure. Job requires the hand-eye coordination necessary to effectively use a computer terminal, keyboard, typewriter, and 10-key machine, and hearing and physical coordination to use a phone. The work is detail-oriented and requires a high level of accuracy.