



Pike Place Market Preservation & Development Authority (PDA)

info@pikeplacemarket.org • P: 206.682.7453 • F: 206.625.0646

PIKEPLACEMARKET.ORG • 85 PIKE STREET, ROOM 500 • SEATTLE, WA 98101

POSITION TITLE: Accounting Assistant **UPDATED:** December 2023

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:

- Assist during month-end reporting for Pike Place Market PDA
Assist with Work in Process Spreadsheet and Fixed Asset records
- Record Daystall Tenants' charges and generate their monthly statements
- 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
- Assist with journal entries and provide supporting documentation to all the entries sufficient for audit purposes.
- Other duties as assigned

QUALIFICATIONS:

- Bachelor of Arts degree in accounting and min 2 years over all accounting functions (full cycle)
- 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.

COMPENSATION:

Starting Salary Range: DOE. Benefits include employer-paid medical, dental, term life, and LTD insurance for employee, with Section 125 Plan for un-reimbursed medical/dependent care costs. Pension plan offered after one year and deferred comp plan available immediately.

SALARY SCALE:

Scale placement is DOE and qualifications
Min \$51,433 Mid \$59,341 Max \$67,248

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APPLICATION PROCEDURE:

Submit Resume, Cover letter and Salary Requirements in one of the following manners: Fax to (206) 625-0646, email to hr@pikeplacemarket.org or by mail: Pike Place Market PDA, Attn: Human Resources, 85 Pike Street, Room 500, Seattle, WA 98101. You can also submit your resume through indeed.com.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.