



NW ASSOCIATION
FOR
BLIND
ATHLETES

Part-Time Accounting Specialist

Join an Organization Transforming Ambition into Opportunity: Northwest Association for Blind Athletes (NWABA) invites you to join our journey of empowerment. NWABA is poised for dynamic growth, driven by our mission to provide life-changing opportunities through sports and physical activity for children, youth, and adults who are blind or visually impaired.

Commitment to Growth and Excellence: Across the entire organization, we cultivate a culture of winning and continuous improvement. With an entrepreneurial zeal and a relentless pursuit of excellence, we invest significantly in our team and resources to fulfill our mission. We are committed to fostering an environment where everyone has the opportunity to succeed and thrive. With unwavering determination, we strive to achieve our goals and push the boundaries of what's possible.

At NWABA, we operate with full transparency, bringing honesty, positivity, and integrity to everything we do. We welcome, serve, and support all people with dignity and respect. And we bring steadfast determination in pursuit of our mission and our goals. Our next **Part-Time Accounting Specialist** will embrace our values, champion our mission, work with passion, and deliver results.

Your Opportunity:

We are seeking an entrepreneurial and forward-thinking **Accounting Specialist** to join our Finance Team during an exciting time in the organization's strategic growth. This position reports directly to the NWABA Director of Finance & Administration. NWABA's Accounting Specialist role executes Accounts Payable and Accounts Receivable duties as directed in accordance with generally accepted accounting principles and practices (GAAP).

NWABA offers competitive compensation and a robust benefits package to support the health and well-being of our team members. The salary range for this position is \$23.50-\$25.00 per hour, based on experience and qualifications. This position is budgeted for 20 hours per week. Benefits include a 403(b) retirement savings plan with a 3% employer match after one year of service. NWABA also offers fully subsidized parking for employees working from our downtown Vancouver, WA office, which is conveniently located near restaurants, coffee shops, trails, and other attractions. **This is a fully in-office (not remote) position.**

Responsibilities:

- Accounts Receivable

- Generates donor and partner invoices in local ERP system, when directed by Development Team, Programs Team or CEO.
- Breaks out electronic payments (i.e. credit card batches) daily.
- Create check/cash deposits on an as needed basis and takes them to bank or deposits via deposit software.

- Assists in the collection of past due pledge balances and escalates as necessary.
- **Accounts Payable**
 - Prints and organizes the inflow of vendor invoices.
 - Processes vendor invoices; including obtaining approvals on invoices per approval policy.
 - Responds to vendor inquiries for payment.
 - Investigates discrepancies with internal and external partners.
- **Reception & Office Administration**
 - Greet visitors and answer incoming calls, directing inquiries as needed while maintaining a welcoming, professional environment.
 - Support general office operations by managing incoming and outgoing mail, maintaining office supply inventories, and assisting with other administrative tasks as assigned.
- **General**
 - May be assigned other Payroll, Accounting, or Administrative duties at the discretion of the Director of Finance & Administration.

Desired Knowledge, Skills and Abilities:

- 2+ years of work experience in a professional office setting
- 2+ years of QuickBooks Desktop or Online experience highly preferred
- Proficient to advanced knowledge of Microsoft Office Suite (Excel, Word, Outlook)
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Proven ability to prioritize work, meet deadlines, and manage multiple responsibilities efficiently
- Basic accounting skills/knowledge
- Comfortable with repetitive tasks
- Ability to work independently on assigned duties

Application Instructions:

For consideration, please email a complete packet to recruiting@nwaba.org:

1. Résumé including work history (months and years).
2. A cover letter that discusses each of the following:
 - a Why are you interested in working with the Northwest Association for Blind Athletes?
 - b Why are you a great fit for this position? What might set you apart from other candidates?
 - c Please summarize the connection between your knowledge, skills and experience and the Accounting Specialist role.

Reference and background checks (including MVR) are steps in our hiring process. We look forward to receiving your materials!