

Title Sr. Accountant & HR Administrator, Corporate

Reports To VP of HR

Location This role is onsite at the Woodinville, WA branch

Company Profile Manufacturing wood products

Position Summary

This is a salaried exempt, full-time position targeted at 40 hours per week. The role supports Corporate Operations & the Accurate Remanufacturing business unit. This role will work as part of the Corporate Administration team and will work closely with the CFO, Controller, and VP of HR and Strategy.

Responsibilities

Senior Accountant, Accurate Remanufacturing (ARC) Business Unit

- Record all company transactions in the ARC general ledger
- Perform month end close and make needed journal entries
- Produce monthly financial statements
- Process payroll
- Perform sales and use tax reporting including State B&O tax returns
- Invoice, collect and deposit cash receipts
- Perform Accounts payable function/pay suppliers
- Perform bank and account reconciliations

Corporate HR administration

- Administer and respond to employee requests related to payroll changes, benefits, PTO, L&I, FMLA and other employee related matters
- Administer and support new hire orientation and employee terminations
- Maintain completeness and accuracy of company employee files
- Administer drug testing, including random drug testing pools
- Perform/administer background checks (via Verified First)
- Administer and respond to employee wage garnishments
- Administer and support L&I claims. Act as liaison between employee, company and claims manager (ERN west)
- Administer eligibility into Company health insurance and 401k programs

Corporate Accounting

- Other related duties as assigned.
- Work with Corporate CFO, Controller and VP Strategy/HR to perform ad-hoc admin duties

Qualifications

- 5+ years of accounting/bookkeeping experience
- 3+ years of administrative experience
- Experience and competency with QuickBooks general ledger software
- Operating modality that aligns with our guiding principles
- Proficiency with Microsoft Office, Teams and web-based software.
- Strong data analysis, critical thinking, and problem-solving skills.
- Self-starter with the ability to prioritize many urgent requests
- Excellent interpersonal and communication skills, including verbal and written; ability to interact with team members all levels
- Growth mindset and “grinder” orientation
- Willingness to contribute to building an energetic and exciting organization
- 4-year college degree, preferred

Compensation

The annual salary for this role is \$85,000. The role does qualify for a discretionary bonus, based on the organizational and individual performance. Benefits include health insurance, a 401(k)-employer match and paid time off (PTO).

For Consideration and Additional Information Please Contact:

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