

Staff Accountant

Wright Runstad & Company is seeking a staff accountant to join our team in downtown Seattle to provide on-site bookkeeping support for our property management office.

We are a leading property development and management firm that employs outstanding people who are committed to excellence. We offer competitive pay plus benefits, including: partially-paid dependent health premiums, 401(k) match, educational reimbursement, fitness program, and generous paid time off. For more information to Wright Runstad & Company, see our web site: www.wrightrunstad.com

The Staff Accountant will be responsible for accounts receivable, accounts payable, general ledger, and some special projects. Examples of specific responsibilities include:

- A/R – daily input & posting of cash receipts, bank deposits, journal entries, monthly lease management system records maintenance, tenant invoicing and payment monitoring, A/R reporting
- A/P – twice monthly invoice coding through payment; respond to vendor inquiries, monthly bank reconciliations
- G/L - record general journal entries, prepare and record month-end closing entries, reconcile general ledger accounts as necessary
- Reporting – maintain files of all accounting group records, calculate management fees
- Special Projects – Lease administration, prepare sections of the annual budget, ad hoc analysis and projects

The successful candidate will have:

- Bachelors of Arts degree in Business Administration with a focus in accounting or finance with 2-3 years' office experience as a bookkeeper is preferred (additional work experience may be substituted for education)
- Knowledge of basic accounting principles and a working knowledge of financial statements and general ledger bookkeeping
- Experience with Microsoft Excel
- Knowledge of office procedures including typing and ten-key techniques
- Good interpersonal and customer service skills. Ability to relate well to others, and perform under tight time constraints and meet deadlines
- Ability to organize and work independently on projects using good judgment and creativity
- Ability to evaluate situations and make sound business decisions on a professional level

For confidential consideration, please apply at: [\(URL\)](#)
Wright Runstad & Company is an Equal Opportunity Employer.