



Building Healthier
Communities

2031C Hospital Drive
Sedro Woolley, WA 98284

STAFF ACCOUNTANT

Pay Grade: \$30.00 – \$39.00 per hour (DOE)

FTE: 0.80 (32 hours per week)

Reports to: Superintendent/CFO & Chief Operating Officer

Exempt Classification: Exempt

Posted: 03/13/2026

Posting Closes: Open until filled

Are you looking for an accounting position that makes a difference in the community? We currently have an opportunity for a versatile, seasoned Staff Accountant to come help our organization grow.

United General District 304 is committed to improving the health and quality of life for the residents of the communities we serve. We provide community outreach, fitness, nutrition and bereavement services through our innovative programs. We currently employ approximately 40 staff members and manage a \$5M budget. If you are an energetic, conscientious, detail-oriented individual who enjoys making a difference in the community, being part of a team and takes pride in their work, come join our dynamic organization! To learn more about our organization, please visit www.unitedgeneral.org.

Job Overview:

The position of Staff Accountant will perform a wide variety of accounting tasks including, but not limited to, payroll, grant billings, fixed assets, cash management, accounts payable, accounts receivable, general ledger maintenance, credit card tracking/reconciliation, tax filings, and budgets.

Responsibilities and Duties:

- Grant Billings – Track budgets, prepare billings and financial reporting for various federal, state and local grants
- Payroll – Process semi-monthly payroll, including W2 and related tax filings and reports
- Accounts Receivable – Input and mail monthly customer invoices
- Accounts Payable – Input invoices, print checks/warrants, and prepare 1099s
- Cash Management – Prepare weekly deposits and monthly reconciliation
- Credit card tracking and monthly reconciliation
- Fixed Asset Tracking – Record acquisitions and disposals, prepare monthly reconciliation and depreciation reports
- General Ledger – prepare journal entries and maintain accounts
- Miscellaneous Tax Filings – Monthly excise and leasehold tax
- Month End Close – Assist with monthly financial reporting
- Audits – Assist with coordination of various audit reviews

- Budgets – Assist with preparation of annual budget
- Other duties that help drive our mission and abide by our organization’s core values.

Qualifications:

- Bachelor’s degree in Accounting or Finance preferred. Experience may substitute for education requirement
- Minimum of five years’ experience with a demonstrated progression of accounting skills
- Experience working for a public entity preferred
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Pro-active approach to problem-solving with strong decision-making capabilities
- Excellent written and oral communication skills
- Experience working in a team environment
- Knowledge of internal control procedures
- Knowledge and experience with MS Office and Quickbooks preferred
- Familiarity with Bank of America Works or similar credit card management application a plus

Work Conditions:

- General office environment
- Office hours are typically Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m.

Required Physical Abilities:

- Must be physically able to sit for extended periods of time, up to 8 hours per day
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents
- May be required to lift up to 25 pounds occasionally

We offer competitive compensation and benefits which include medical, dental and vision insurance, generous PTO accrual, sick leave, Voya deferred compensation/pension plans, life insurance, long term disability, short term disability, employee assistance program and free membership to our fitness center.

TO APPLY:

Apply via our posting on www.Indeed.com and please include a cover letter with your resume.

For questions, contact hr@unitedgeneral.org. We look forward to hearing from you!

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.