



**Job Title:** Accountant

**Location:** Kirkland, WA

### **About Simplicity**

From strategy to execution, [Simplicity Consulting](https://www.simplicityci.com) is the preferred marketing and business consultancy for the new world of work. We help companies accelerate growth, add a fresh perspective, and increase capacity—at the speed of business—with access to our curated community of marketing, communications, and business operations experts. With a curated community of 6,000+ strategic doers, we provide companies with the right talent at the right time for the right project to deliver client-centric solutions that help them grow at the speed of business.

Simplicity is a five-time Inc. 5000 honoree as one of the fastest-growing private companies in America and has been recognized as one of Washington's largest women-owned companies by Puget Sound Business Journal. Female-founded and -run, we're committed to helping everyone thrive in today's workplace.

### **About this role**

Reporting to the Finance Director, this position sits in our Kirkland office and is a full-time (M-F) role. The Accountant will engage in a broad variety of tasks in a dynamic and engaging environment, and there's great potential to learn new areas of finance over time and grow your career to the next level. The ideal candidate will be independent, highly detail-oriented, and excited to take on any task, large or small. If you're excited to be part of a tight-knit, collaborative team with great energy, this is the role for you!

To apply, please send your resume to [liz@simplicityci.com](mailto:liz@simplicityci.com) and reference the job title.

### **Responsibilities**

- Manage small volume invoicing and provide backup for consultant invoicing and collections.
- Manage accounts payable including processing checks and ACH requests.
- Review all invoices for appropriate documentation and approval prior to payment.
- Reconcile vendor and client statements, research and correct discrepancies.
- Assist in month end closing including revenue recognition and reconciliations.
- Assist in month end analysis and reporting.
- Reconcile revenue to QuickBooks, CRM system and vendor tools.
- Complete bank deposits.
- Backup for posting bank deposits.
- Process and manage company expense reports to ensure compliance with company policies.
- Maintain staff expense tracking.
- Manage vendor contracts.
- Prepare monthly revenue forecast report using Bullhorn.
- Responsible for all 1099 year-end reporting including preparation and sending forms to recipients and IRS.
- Backup for processing payroll.
- Assist with special projects, i.e. audits, financial analysis.
- Additional responsibilities as needed.

### Qualifications

- Associate degree in Accounting and 5-8 years of experience
- High level attention to detail and strong organizational skills
- Action oriented with proven ability to set goals, drive for results and meet deadlines
- Ability to multi-task and prioritize
- Excellent written and verbal communication skills including business correspondence and email
- Able to work independently and as part of a team
- Excellent customer service skills and a positive, can-do attitude
- Experience with Microsoft applications including Outlook, PowerPoint, Excel (specifically pivot tables and VLOOKUP), Word
- Experience with QuickBooks and SharePoint preferred
- Experience processing payroll a plus
- Work ethic, the highest standards of quality and honesty above all else

### Physical requirements

- Requires sitting for extended periods of time at a computer, keying, and reading content
- Will be required to stand, reach, bend, twist, squat, and move about freely in an office environment
- Ability to lift 25 lbs.
- Able to use office equipment such as phone, copier, printer, etc.

### Benefits

- Health: Medical (HSA or PPO) and Vision
- Voluntary insurances: Dental, Disability, Life, and AD&D
- 401K with employer match
- Unlimited PTO
- Paid holidays
- Free onsite parking

### Equal opportunity employer

Simplicity is committed to creating a diverse, inclusive, and supportive environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, age, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.