



JOB POSTING

Title:	Senior Accounting Specialist
FLSA Classification:	Nonexempt
Pay Range:	\$38- \$40 per hour

Overview

Who We Are

The Ronald McDonald House Charities of Western Washington & Alaska supports seriously ill children and their families by providing housing, meals, and other essential support services at our facilities in Seattle, WA and Anchorage, AK. Each night we house 139 families, offering the comforts of home near the medical care their children need. Enabling families to stay close to their hospitalized child supports the health and well-being of the child and saves families millions of dollars in hotel and food costs each year. At the House, each of these families finds comfort, support, and hope as they navigate their child's medical crisis. RMHC of Western Washington & Alaska is an independent not-for-profit 501(c)(3) organization.

Who You Are

You are an experienced accounting or financial operations professional seeking a meaningful part-time role where your expertise can make an immediate impact. You bring a high level of accuracy, professionalism, and sound judgment, along with the ability to work independently while supporting a collaborative team. You are dependable, organized, and take pride in delivering high-quality work in support of a mission-driven organization.

JOB SUMMARY

The Senior Accounting Specialist plays a key role in supporting the financial operations of Ronald McDonald House Charities of Western Washington & Alaska. This is an on-site, part-time position (20 hours per week) that reports to the Director of Finance and Administration. It is a highly skilled, hands-on role requiring significant accounting experience and the ability to work independently with minimal supervision. Candidates must possess a strong background in accounting and financial operations and demonstrate a high level of accuracy, professionalism, and sound judgment.

This role provides advanced support for accounts payable, general ledger maintenance, fixed asset management, business tax filings, and other financial and compliance reporting required by RMHC Global. In addition, the Senior Accounting Specialist serves as the designated backup for payroll processing and possesses the knowledge and capability to process payroll in Paychex in the absence of the primary payroll administrator. Payroll responsibilities are limited to payroll processing activities only and do not include payroll administration or oversight.

This role is structured yet dynamic. The successful candidate will initially assume a defined set of responsibilities focused on core accounting functions, financial operations, compliance reporting, and project support, with the expectation that the role will evolve as organizational needs, systems, and strategic priorities develop.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Perform advanced accounts payable functions, including invoice review, coding, reconciliations, and payment processing.
- Assist in preparing audit schedules and compiling supporting documentation, including transaction detail and related backup, to support internal review and external audit requests.
- Use advanced knowledge of QuickBooks Desktop to support reporting, troubleshooting, and the integrity of financial data.
- Serve as the designated backup for payroll processing in Paychex when the primary payroll administrator is unavailable.
- Assist in preparing and filing quarterly Washington State B&O tax filings and other required business tax reports.
- Support financial and operational reporting required by RMHC Global, ensuring accuracy, consistency, and timely submission.
- Support fixed asset projects and other accounting and finance initiatives as assigned.
- Other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

ESSENTIAL SKILLS AND ATTRIBUTES

NOTE: The requirements listed below are representative of the knowledge, skills, and/or abilities required. A combination of education and experience may be substituted if it provides the desired knowledge, skills, and abilities to perform the essential functions of the job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

- Intended for an experienced accounting or finance professional with **a minimum of five (5) years of accounting experience.**
- **Prior accounting experience in a nonprofit organization is required.**
- **Advanced proficiency in QuickBooks Desktop is required.**
- Demonstrated experience with **accounts payable and general ledger accounting.**
- Experience processing payroll in **Paychex or a comparable payroll system.**
- Experience preparing **quarterly business tax filings**, including **Washington State B&O tax.**
- Experience with **fixed asset accounting and depreciation management.**
- Strong organizational skills with the ability to **manage multiple priorities and deadlines.**
- **High level of accuracy, attention to detail, and sound professional judgment.**
- Proficiency with **Microsoft Excel** and financial reporting tools.
- Commitment to the mission of **RMHC** and a **collaborative, team-oriented approach.**

Here's why you'll love working at RMHC:

Amazing People – We are a collective of dedicated nonprofit professionals, direct service family advocates, social workers, and bilingual housing and facilities teams that make the RMHC House a home away from home.

Caring Environment – Our House is a community where our nurturing staff support and provide services for families who are experiencing unique pediatric medical episodes in their lives; our House sparks joy and celebration to help lighten the heaviness of enduring medical treatments.

Great Location – Our House is nestled in the beautiful Laurelhurst neighborhood of Seattle, WA along the Burke Gilman trail and a short walking distance from Seattle Children's Hospital.

Strong History –A Home Away from Home: RMHC of Western Washington and Alaska was established in 1983 with its first House opening in Seattle and serving 22 families. Today we have three facilities in Seattle, including 10 Bone Marrow Transplant Apartments with a total of 105 rooms. Our Anchorage House in Alaska has 34 rooms and is nestled on the 6th floor of the Alaska Native Medical Center's patient housing. Patients include expectant mothers with high-risk pregnancies as well as pediatric patients and their families.

APPLICATION PROCESS

To respect the time of our applicants and reduce barriers, we do not require a cover letter. We will accept resumes until the position is filled. **Priority will be given to candidates who submit resumes by March 10, 2026.**

Please apply to this position on [Indeed](#).

Ronald McDonald House Charities of Western Washington & Alaska is an equal opportunity employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression or disability.