



**Accountant**

**Position Number: PS.0719**

**Cancer Research And Biostatistics (CRAB)** is a non-profit organization whose purpose is to help conquer cancer. The tools and expertise we bring to clinical trials development include biostatistical principles, oncology clinical trials expertise, data management and monitoring capabilities, electronic data capture solutions, education, support, and training.

**Position Summary:**

The Accountant, under the supervision of the Accounting Manager, will ensure timely preparation and accurate distribution of semi-monthly payroll, all aspects of accounts payable and other accounting duties as assigned. The role ensures the accurate and timely disbursement of payroll, benefits allocations, vendor payments, and regulatory compliance, while supporting accounting and audit functions, and performing other duties as assigned.

**Primary Duties and Responsibilities:**

**Payroll (Primary Function)**

- Process semi-monthly payroll and maintain payroll records and compliance.
- Serve as payroll database administrator and liaison with external payroll service.
- Allocate payroll and benefits across multiple funding sources and create journal entries.
- Ensure compliance with Federal salary caps.
- Reconcile payroll with accounting system (MIP), including statutory tax filings and deductions.
- Generate payroll-related reports for Accounting and HR (e.g. hours worked, accruals, FSA).
- Maintain payroll calendar and direct deposit setup.
- Stay current on tax laws, wage regulations, and system changes.
- Respond to employee payroll inquiries and resolve discrepancies.

**Accounts Payable**

- Receive, verify, code, and process vendor invoices and employee reimbursements.
- Conduct regular check runs and submit positive pay reports to the bank.
- Maintain and reconcile A/P aging and general ledger balances.
- Ensure vendor records meet W-9/W-8 and 1099/1042-S requirements.
- Process credit card and travel reimbursements per policy.
- Reconcile statements, maintain vendor relationships, and resolve discrepancies.
- Identify and record use tax liabilities.
- Manage AP documentation, including check logs, cash receipts, and filing systems.

**Compliance & Reporting**

- Prepare monthly/quarterly/year-end financial and audit reports.
- Document processes and support internal and external audits (financial statement, single and retirement plan).
- Ensure compliance with internal policies and external regulations.

**Other**

- Makes deposits maintains cash receipt log
- Monitor and track education benefit usage
- Performs other duties as assigned

**Required Qualifications:**

- AA degree in accounting plus four years direct payroll and accounts payable experience; or six years equivalent payroll experience may be substituted for degree
- Proficiency with MIP accounting system
- Knowledge of payroll administration, processes, and procedures, including applicable regulatory requirements and laws
- Proficiency in Microsoft Excel, Word and Access

**Desired Knowledge, Skills and Abilities:**

- Strong verbal and written communication skills
- Ability to take initiative, prioritize and meet deadlines
- High attention to detail and effective problem-solving skills
- Flexible and can adapt easily to shifting priorities
- Proven customer service skills
- Spanish language skills a plus

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This is a full-time position and is Non-Exempt from state and federal overtime regulations. Employment authorization is required.

This is a hybrid position that will be expected to work in office and requires WA residency while also remote working.

Travel/relocation expenses will not be provided for this position.

CRAB is an Equal Opportunity Employer.

The salary range for this position is \$65,000 - \$70,000

**In your cover letter, describe how your skills and experience match the qualifications for the position.**

**To apply, submit resume and cover letter with position number via mail, fax or email to:**

Cancer Research And Biostatistics

Attn: HR

1505 Westlake Ave N, Suite 750

Seattle, WA 98109-6244

Fax: (206) 342-1689

**Posting Date:**

**Closing Date:**