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Description automatically generated Finance and Grants Coordinator

$65,000 - $75,000 Salary

The Machinists Institute, a 501c3 nonprofit was created by the International Association of Machinists & Aerospace Workers District 751 to fill a vital role for training and apprenticeship programs for the community. MI provides world class training to current and future aerospace, automotive and manufacturing workers. The Institute focuses on providing living-wage career opportunities through education and training across the state.

This position plays a pivotal role in both the financial and grant compliance of the Machinists Institute. As the Finance and Grants Coordinator you will maintain accurate accounting and personnel data of the organization; ensuring up to date financial well-being goals are met along with grant reporting obligations. This role requires a high level of attention to detail and an ability to track and maintain accurate financial and personnel records.

# Location: Seattle, WA or Everett, WA

# Reports to: Accounting Manager

# Essential Duties and Responsibilities

* Establish GL accounts
* Maintain records of financial transactions by posting and verifying
* Process AP / AR and reconciling credit card statements
* Maintain subsidiary accounts by posting, verifying, and allocating transactions
* Reconcile entries to balance subsidiary accounts
* Assist in maintaining a balanced general ledger
* Gather data for financial reports by collecting, analyzing, and summarizing accounting for information
* Ensure compliance with federal, state and local legal requirements
* Monitor for variances from the projected budgets
* Advise management on compliance requirements
* Assist in financial activities such as running payroll and generating invoices
* Assist with multiple grants monitoring and billing
* Create and manage personal service contracts with vendors and contractors; ensuring compliance
* Create Expense Request and tracking the approvals
* File and maintain AP / AR records
* Inventory control and system management
* Assist with HR records and benefits enrollment
* Help with procurement
* Other tasks may be asked to perform on as needed basis

# Required Qualifications:

* Basic accounting knowledge
* Basic HR compliance knowledge
* Understand industry benchmarks in accounting best practices
* Knowledge of IFRS, U.S. GAAP
* Expertise in Microsoft Excel; knowledge of QuickBooks online preferred
* Records keeping software utilization
* Budget maintenance
* Data entry
* Confidentiality
* Attention to detail and work in team environment
* Comfortable dealing with large volumes of data
* Experience with grant accounting
* Procurement

If you feel you have the background and experience we’re looking for please send an email with the job name in the subject line along with your resume and cover letter to [HR@MachinistsInstitute.org](mailto:HR@MachinistsInstitute.org).

**Equal Opportunity Employer**

The Machinists Institute is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of any and all legally protected status.

**Background Check**

Employment in this position is contingent upon consent to and successful completion of a pre-employment background check.

**Salary and Benefits**

The starting salary for the position is $65,000 - $75,000 depending on experience. The Machinists Institute also provides generous health and welfare benefits, retirement contributions into a savings plan, and generous leave.