



950 Pacific Avenue
Suite 1100
Tacoma, WA 98402

Employment Opportunity for Staff Accountant

Reports To: Senior Accountant

GREATER TACOMA COMMUNITY FOUNDATION

Greater Tacoma Community Foundation (GTCF) connects people, knowledge, and funding to build a racially equitable, accessible, inclusive Pierce County, now and for generations to come.

As a nationally accredited community foundation with more than \$200 million in assets, GTCF is a community catalyst, connector, and knowledge facilitator, aligning funding and action through strategic philanthropic investments as well as stewarding more than 600 individual, family, and agency funds.

THE OPPORTUNITY

GTCF's office in downtown Tacoma is a place where staff and community convene and collaborate to build a thriving Pierce County, now and for generations to come

The Staff Accountant is an integral supporting member of the Finance team. Working directly with the Controller and Senior Accountant, this role performs day-to-day accounting functions, while ensuring accurate and up-to-date records to support financial reports for use by internal and external stakeholders of the organization.

ESSENTIAL FUNCTIONS:

- Enter grants with detailed attention to specific fund and recipient information, performing basic due diligence
- Ensure accurate records for vendors
- Reconcile monthly bank and investment accounts
- Reconcile gifts to bank deposits
- Reconcile and maintain corporate credit card program
- Perform other accounting duties as needed
- Assist with preparing audit schedules
- Respond to auditor requests for documents and information
- Assist with preparing 990 schedules
- Assist with payment processing
- Utilize accounting software and MS Excel for account/data analysis and reporting
- Generate ad hoc financial reports and contribute to special project

ESSENTIAL COMPETENCIES:

- Exemplify the values of GTCF through actions, relationships, and communications.
- Maintain confidential information while assessing those things that need to be brought to leadership attention.
- Pay attention to detail and accuracy of work products.
- Remain centered and calm in a fast-paced, complex environment.
- Manage multiple tasks while maintaining strong organizational skills.
- Manage projects by independently prioritizing tasks, consulting with other staff members, and maintaining deadlines through changing circumstances.
- Demonstrate technical proficiency in a hybrid working environment including Zoom, Teams, Microsoft Office 365, with an enthusiasm for learning new programs and platforms.
- Practice cultural competency that enables effective working relationships in cross-cultural situations. Invite inclusion and belonging into sustained relationships.
- Practice a work ethic of service to the organization, staff, partners, and communities.

QUALIFICATIONS:

- Bachelor's degree in Accounting is required
- 5+ years of accounting experience
- Fund accounting experience preferred
- High level of accuracy and attention to detail
- Strong organizational skills
- Extensive experience with accounting and payroll software
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)
- Ability to interact with staff (at all levels) in a fast-paced environment
- Ability to communicate effectively with people of diverse personalities, cultures, and styles both orally and in writing

COMPENSATION

GTCF offers sustainable compensation packages that are competitive with similar philanthropic sector positions requiring comparative talent, experience, and skills so that GTCF retains a thriving, productive staff team capable of advancing our strategic framework.

The salary range for this position is \$70,000 to \$78,000 annually.

GTCF has a 36-hour work week with standard business hours Monday through Thursday and Fridays closing at 12 pm. This role is expected to be in-office full time.

Other benefits include 3 weeks' vacation in the first year, 16 fixed holidays including the full week of Independence Day, 8 days of sick leave, health, vision, and dental insurance, long-term disability insurance, 401(K) retirement plan, life insurance, free parking, free gym access and a monthly home technology stipend.

EQUAL OPPORTUNITY

GTCF is an equal opportunity employer. As such, GTCF is committed to treating all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identify or expression, age, national origin, citizenship, veteran or marital status, disability, and all other bases protected by state and federal law.

GTCF values diversity among its staff and is committed to ensuring equal employment opportunity in all aspects of the employment relationship.

SUBMISSION REQUIREMENTS

Please submit your resume and cover letter of interest no later than end of day February 13, 2026 to:
hr@gtcf.org