

## Job Opportunity

**Position Title:** Accounting Senior Manager – Full Time/Regular Position  
**Apply:** By November 5, 2018. Submit a resume and cover letter [here for first consideration – Open until filled](#)  
**Reports To:** Director of Finance & Operations  
**Hiring Range:** \$56,000 – \$60,000 + Benefits- Health/403(b)/Paid Leave

### Our CORE Work

Our new work is called CORE: Creating Open Roads to Equity. It's bold, innovative, and is already changing the way local nonprofits, public partners, and private businesses work to help families in our community. CORE moves whole families out of the traps of poverty through a collaborative approach serving both children and the adults in their lives, together.

### Our Team

Integrity, collaboration, innovation, equity, and outcome-oriented are the values our staff uphold that motivate and inspire our work.

### Our Opportunity Summary

We are recruiting for an Accounting Senior Manager to be responsible for overseeing organizational accounting procedures and controls, as well as, those aspects of the organization which affect both short- and long-term financial stability. The Senior Manager will provide leadership and supervision to accounts receivable and payable staff and reports to the Director of Finance & Operations. This is an amazing opportunity for an experienced accounting professional looking to lead a small team and work closely with and learn from the Director of Finance & Operations.

We actively welcome all candidates from a wide range of backgrounds and educational achievements who have the skills, abilities and desire to play a leadership role in this dynamic philanthropic organization — regardless of compensation history. We offer a comprehensive benefit package: medical, dental, life, LTD, a flexible spending account (F.S.A.) or health savings account (H.S.A.), a generous 403(b) plan with both base and matching employer contributions, generous leave and holiday pay, 37.5-hour work week, flexible work schedule and more.

### Apply

For first consideration submit a resume and cover letter here by November 5. This position will remain open until filled. If the link is broken, you can copy this address into your browser [https://www.prospera.com/CareerHubViewer/CareerHub.aspx?ID=unitedwayofsnohomishcounty\\_external\\_Checksum=PRS358](https://www.prospera.com/CareerHubViewer/CareerHub.aspx?ID=unitedwayofsnohomishcounty_external_Checksum=PRS358)

## KEY RESPONSIBILITIES

### Financial Management Reports

- Manage the preparation for financial reports. These reports include but are not limited to Statement of Financial Position, Statement of Revenue & Expenditure, Statement of Cashflow, Variance, bank reconciliation general ledger accounts analysis.

### Daily Department Operations

- Compile and classify financial information in compliance with GAAP and other related rules and regulations.
- Create journal entries and assembling supporting documentation, as well as for tracking the contents of accounts, bank reconciliation, preparing financial statements, and writing related disclosures.

- Maintain timely and accurate gathering and processing of data for all accounting transactions, operations (including payroll), assets and liabilities.
- Maintain and reconcile all general ledger accounts, all bank statements (checking, savings, and investment), endowment and reserve fund statements, records of all fixed assets including depreciation schedules and documentation evidencing preparation, verification, and approval for all allocations, checks, or electronic funds transfers.
- Manage the preparation and maintenance of chart of accounts that accurately reflect the changing needs of the organization.
- Work with Impact & Investment department to review and ensure accuracy of grant accounting transactions. Invoice grantors and perform collections if necessary.
- Oversee the preparation and maintenance of all records for payroll, health and life insurance, as well as 403(b) plans.
- Schedule and attend all Finance Committee meetings, prepare agenda, provide required documents, and record meeting minutes.

#### Annual Audit

- Work with the Director of Finance & Operations and the independent auditor in preparation of the annual audit and year-end financial statements. Prepare all necessary schedules.

#### Budgeting

- Assist the Director of Finance and Administration with budget preparation, analysis and reporting.

#### Organizational Cultural Competency

- Promote and demonstrate a culture of diversity, equity and inclusion within the office.

#### Supervision

- Provide leadership and supervision to two regular full-time accounts receivable and payable staff and temporary staff as needed.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable to include interviewing, hiring, and overseeing the training of employees, planning, assigning, and directing work.
- Assume the day-to-day finance departmental operational responsibilities in the absence of the Director of Finance & Operations.

## QUALIFICATIONS

#### Education and/or Experience

- Five to seven years related experience, Bachelor's degree in accounting, finance or related field preferred; or equivalent combination of education and experience.
- Experience in non-profit fund accounting preferred.
- Information technology skills and experience to include MS Office Suite, accounting software (MIP Abila, CRM application preferred).

#### Attributes of a Successful Candidate

- Willingness to grow in personal and professional learnings of social and racial justice.
- Excellent relationship-building skills, with an ability to connect with people at all levels of an organization.
- Strong time management skills and the ability to prioritize and manage tasks to meet deadlines in a fast-paced environment.
- Experience and demonstrated ability to understand and use data to drive continuous improvement efforts; effectively explain data-based results and implications to others.
- Demonstrated creative and dynamic problem-solving skills with proven ability to work collaboratively to address adaptive challenges, resolve conflicts, and address strategic issues with all departments and organizational levels.

- Demonstrated ability to work with cross departmental teams whose work is intertwined and exercise flexibility to respond to emerging needs.
- Demonstrated ability to motivate and manage oneself and others to reach a goal and/or perform to the best one's ability.
- Strong ability to pay attention to minute details of a project or task.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

United Way of Snohomish County is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, we ensure equal opportunity to all employees and applicants regardless of race, color, religion, gender, sexual orientation, gender identity or gender expression, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

While performing the duties of this job, the employee will:

- Engage in regular communication in-person as well as through electronic means.
- Regularly use computer laptop, tablet, keyboard, screens, webcam, desk phone and photocopier.
- Frequently sit and/or traverse throughout the office.
- Occasionally lift and/or move up to 10 pounds.
- Work in a business setting of cubicles and offices.
- Travel offsite at least once a week for banking needs.
- Work full time (37.5 hrs./wk.), some weekends and evenings as needed.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.