

JOB DESCRIPTION

Position: Accountant
Reports to: Executive Director
Location: Seattle; *Open to partial remote work (e.g., 3-4 days/week remote and 1-2 days/week in office)*
Classification: Exempt

Salary & Benefits:

- \$50,500 to \$55,000 DOE (35-hour week), with increases (historically, annual pay increase) per salary structure
- Generous benefits currently include:
 - 100% paid medical, dental, vision health insurance, and 50% paid for dependents and spouses
 - 100% paid long-term disability and life insurance
 - Retirement contribution after one year
 - 3 weeks/year paid vacation leave (4 weeks after 5 years) and 13 paid holidays, plus sick leave

The mission of the Washington State Coalition Against Domestic Violence is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We improve how communities respond to domestic violence and create a social intolerance for abuse, support our member programs, and inform the public. Guided by our [Theory of Change](#), we work to undo the root causes of violence, building racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV's team approach facilitates the sharing of power and responsibility across positions.

This position is a hands-on role responsible for:

- (1) All accounting functions for a stable, statewide nonprofit with a staff size of 20.**
- (2) General ledger accounting and financial reporting systems for a nonprofit with multiple funding streams and a federally-funded research project.**
- (3) Working in close collaboration with the Operations & Finance Coordinator and Executive Director.**

The Accountant is an integral part of the staff team. WSCADV has a friendly, flexible work environment where we value each person.

Overall Responsibilities

- 1) Responsible for timely, accurate, and GAAP compliant general ledger accounting (including oversight of accounts receivable, payable, and payroll); preparation of financial statements;

provision of financial information required for billing and reports to funders and program managers, and preparation for independent audit and/or monitoring examinations.

- 2) In close collaboration with the Executive Director and Finance & Operations Coordinator, establish and maintain strong internal controls and ensure compliance with financial management systems, policies, and practices as required by funding agreements, including federal funds management requirements.

Specific Responsibilities

- 1) Maintain comprehensive General Ledger accounting records and financial reporting system utilizing QuickBooks Enterprise Solutions.
- 2) Prepare monthly GAAP compliant financial statements.
- 3) Prepare and submit monthly/quarterly invoices to state and federal funders.
- 4) Establish & maintain internal controls, including careful review of financial reports.
- 5) Establish and maintain cost allocation system in compliance with requirements for management of federal funds, and for multiple funding streams (government contracts, grants, fundraising events, donations, sales, dues, and fees for service).
- 6) Establish and maintain effective systems for tracking the use of restricted funds and expenses associated with specific programs and projects; maintain detailed records of restricted gifts and grants received, uses of restricted funds, and remaining balances of all restricted funds.
- 7) Oversee effective performance of key accounting functions including cash disbursements, cash receipts, Accounts Payable, Accounts Receivable, and Payroll and Payroll tax functions.
- 8) Ensure proper coding of credit card and other purchase transactions and proper coding of all cash receipts.
- 9) Prepare and document accurate, timely journal entries.
- 10) Maintain perpetual inventory.
- 11) Prepare financial records and documentation for independent audit, including preparation of schedules of information as requested by the independent auditor.
- 12) Prepare and submit online quarterly and annual financial reports, as required by federal funders. Support Finance and Operations Coordinator with budget and financial report information as needed.
- 13) Prepare and update cash flow projections and work closely with the Finance and Operations Coordinator to ensure adequate availability of cash. Monitor balance of operating account.
- 14) Perform other general WSCADV staff duties related to annual conference, Refuse To Abuse® 5K, and other duties as assigned. Occasional travel within WA state is required (e.g. to annual conference location).

- 15) Participate in domestic violence, multicultural, and anti-oppression activities and trainings, and perform all work in a culturally responsive manner consistent with WSCADV's [mission](#) and [Principles of Unity](#).

Qualifications

Desired Knowledge, Skills and Abilities

- Deep respect for diversity and commitment to advancing WSCADV's [mission](#), [Theory of Change](#), and [Principles of Unity](#), including undoing racism, sexism, and other forms of oppression.
- Demonstrated understanding of GAAP for nonprofits, core requirements for federal funds management, including requirements of the Uniform Guidance for federal funds recipients.
- Ability to prepare GAAP basis financial statements and clearly communicate financial information.
- Ability to assist with budget development and financial statement analysis.
- Working knowledge of payroll and fringe benefit compliance requirements, and of banking practices including ACH and electronic funds transfers.
- Ability to work independently, plan and manage time, and sort multiple priorities while exercising good judgment.
- Ability to foresee and solve problems and meet deadlines in a professional, positive manner.
- Ability to oversee and safeguard confidential and sensitive information.
- Ability to listen and communicate in both spoken and written English, and to work collaboratively with co-workers, contractors, and agencies.
- Ability to communicate effectively with co-workers on how to complete detailed tasks for which accuracy and consistency are critical.
- Demonstrated spirit of cooperation and ability to build positive working relationships in an interactive, productive, team environment.

Required Experience

- 3-5 years of progressively responsible experience with nonprofit financial management and internal operations
- Software:
 - QuickBooks Enterprise Solutions or equivalent accounting software
 - Microsoft Office Suite, including Excel
 - Experience with or ability to quickly learn software applications (e.g., for timesheets, expense reports)

Preferred Experience

- BA in accounting, business administration or related field, and/or completion of professional education programs in business management and nonprofit financial management.
- Knowledge of nonprofit or Tribal social service organizations.

To Apply: To apply, submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience and abilities for this position, including your response to this question: **“In your experience, what are the most effective ways for accountants to communicate with non-accountants?”** (please answer this in 1-3 sentences in your letter)
- 2) Your resume.

Email to: max@wscadv.org subject line: Accountant Hire – [your last name]

Applications will be considered as soon as they are received; a first screening will likely occur on June 24, 2020. Position open until filled. Anticipated start date is **early to mid-August 2020.**

No calls, please.

People of color, Native people, people from other historically marginalized communities, and survivors of domestic violence are especially encouraged to apply.