ACCOUNTANT JOB DESCRIPTION

Position: Accountant
Reports to: Managing Director of Finance & Operations
Location: Work mostly from home or in Seattle workspace. Must be available to come to Seattle workspace for several hours approximately 1 day/every 2 weeks, and attend regular in-person meetings.
Classification: Exempt
Pay: $68,000 - $74,000/year DOE

- 35-hour work week
- Annual pay increases per salary structure
- 100% paid premiums for medical, dental, vision health insurance, 50% for dependents
- HRA reimbursement
- Student loan payment assistance (after 6 months)
- 100% paid long-term disability and life insurance
- Retirement contribution (after 6 months)
- 3 weeks annual vacation accrual with periodic increases, 14 paid holidays, sick leave
- Flexible, family-friendly work environment

Our mission is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We provide visionary leadership, support member programs, and engage the public to play a role in ending domestic and sexual violence. Guided by our Theory of Change, we work to undo the root causes of violence, and build racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV organizes for strength and unity across a widely diverse membership in rural, urban, Tribal, BIPOC, and cultural communities. We take a team approach to share power and responsibility across staff positions.

This is a hands-on position responsible for:

1. All accounting functions for a stable, statewide nonprofit with approximately 20 staff.
2. General ledger accounting and financial reporting systems with a wide range of public and private funding streams and compliance requirements.
3. Working closely with staff including a three-person finance team.

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

A. 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.

B. 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, with the finance team.

**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 and 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 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.


8) Ensure proper coding of credit card and other purchase transactions and proper coding of all cash receipts, with support from Finance and Operations Specialist.

9) Review invoices and prepare payments to subgrantees while working with program leads to maintain contract compliance, e.g., for federal OVW Rural contract.

10) Provide regular budget reports to staff on their projects and work with staff on adjustments and close-out.

11) Prepare and document accurate, timely journal entries.

12) Maintain perpetual inventory.

13) Prepare financial records and documentation for independent audit, including preparation of schedules of information as requested by the independent auditor.

14) Prepare and submit online quarterly and annual financial reports, as required by federal funders. Support Managing Director of Finance and Operations with budget and financial report information.
15) Prepare and update cash flow projections and work with the Managing Director to ensure adequate availability of cash. Monitor balance of operating account.

16) Teamwork:
   a) Work closely and effectively with the finance team, staff, and member programs.
   b) Perform other general WSCADV staff duties related to annual conference, annual fundraising event, advocacy days, regular in-person staff meetings and gatherings, and other duties as assigned. Occasional travel within WA state is required (e.g. to annual conference location).
   c) Participate in periodic training (e.g., per federal contract requirements), and 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 and patiently 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, flexibility, 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 365, including Excel; and experience with or ability to quickly learn software
applications such as Coalition Manager (e.g., for timesheets and 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 agencies, or domestic violence programs.

Valid driver’s license and/or ability to travel periodically (e.g., to staff meetings) plus occasional overnight travel is required (e.g., for annual conference). *Proof of COVID vaccination is required.*

**How to Apply**: Please submit the following package at the link below:
1) A cover letter summarizing your interest in and relevant experience for this position.
2) Answer the question: “**In your experience, what are the most effective ways to communicate about financial concepts with people who feel intimidated by these things?**” (1-3 sentences)
3) Your resume. Please list your technical proficiency (high, medium, low) with the technologies listed on the previous page.

**CLICK HERE TO APPLY** (wscadv.bamboohr.com/careers)

Applications will be considered on a rolling basis. Submit your application by Friday, February 23, 2024 to be considered in the first screening. Position open until filled. Anticipated start is early-April. No calls or emails, please.

People with lived experience of domestic violence and from historically marginalized communities are encouraged to apply. The Washington State Coalition Against Domestic Violence is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender presentation, political ideology, age, creed, religion, ancestry, national origin, veteran status, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered.