

## **Accounting Manager**

**Role Title:** Accounting Manager

**Salary Range:** \$80,000 - \$95,000

### **Organizational Overview**

The King County Regional Homelessness Authority (Regional Authority) oversees all anti-homelessness related programming and prevention initiatives in the Seattle/King County metropolitan area. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

### **Team Overview**

The Administrative Office oversees and supports the Regional Authority's operations and ensures organizational sustainability, related strategy development, and overall agency transparency and accountability. The Administrative Office is responsible for Finance, Human Resources, and Information Technology. The team directly interacts with all offices across the Regional Authority, working closely with the Executive Office to ensure direct operational alignment with the strategy and goals of the Regional Authority. The team has approximately 7 team members working directly in related offices.

### **Role Description**

The Regional Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels. The Accounting Manager reports to the Finance Director and will oversee a two-person team. This position is primarily responsible for managing the daily operations of the accounting unit, within The Administrative Office. The candidate will oversee the general ledger, financial management, cash management, cost control, financial analysis, accounting practices, and annual financial audit functions. The Accounting Manager will oversee the overall integrity of Regional Authority's financial data and will directly supervise the work of the accounting team in support of the mission to significantly decrease the incidence of homelessness throughout King

County, according to equity and social justice principles. Because the Regional Authority is a new agency, the Accounting Manager will assist in the design and implementation of the new financial management system being developed through Oracle NetSuite and help develop policies, processes, and procedures to comply with complex local, state, and federal funding requirements to ensure successful operation and transparency to funders and customers.

### **Essential Job Functions**

- Supervise and mentor the administrative accounting team as team leader to optimize the utilization of staff to transmit, execute, or reconcile long-term directives and priorities.
- Implement and maintain internal controls and accounting procedures in compliance with the Regional Authority's policies and procedures.
- Serves as primary liaison with auditors and compliance monitors regarding the general ledger, and financial statements.
- Assist the Finance Director and Program Division with the preparation, reconciliation, and timely submission of cash requests to grantors.
- Monitor cash receipts to ensure cash receipts policies are followed, deposits are appropriately endorsed and deposited on a timely basis; and monitor purchase activity.
- Monitor cash flow, operating costs and ensure adequate cash balances are on hand to meet current obligations.
- Manage check disbursement process, ensure all vendors and subrecipients are paid in a timely manner and quickly resolve accounting matters with subrecipients.
- Generate monthly cash reports, accounts payables and accounts receivable reports to support management.
- Supervise cash flow projections, monthly reconciliations, and investigate discrepancies; and advise the Finance Director and Chief Administrative Officer immediately of any unresolved discrepancies.
- Management of multiple grant funds, including federal, state and local sources.
- Ensure the accuracy of financial data software, including the review of Revenue and expenditure allocation to grants, and make corrections as required.
- Manage monthly closeout procedures for all grants to ensure all eligible expenditures have been reimbursed, all cash has been requested and received in a timely manner, and all savings have been identified and reported to the grantors.
- Prepare the year-end financial statements and closing journal voucher transactions.
- Assist auditors and grant monitors during quarterly, periodic and annual financial audits/compliance reviews.
- Serve as a liaison to King County, the City of Seattle, independent accountants, grantors and other funding agencies on cash and Treasury account reconciliations, as needed.
- Assumes other responsibilities as designated by the Finance Director and Chief Administrative Officer and acts as the back up to the Finance Director.

### **Knowledge, Skills & Abilities**

- Fund Accounting and fiscal grants management of federal and non-federal funds and knowledge of fund accounting software.
- Familiarity with agencies, regulations, requirements, and procedures related to the provision and funding of homeless services in King County, including the HUD CoC program, ESG, CDBG, CARES Act, and CLFR, among others.
- Applicable laws, rules, regulations and/or policies and procedures procurement and/or administration of contracts, grants, leases, loans, or similar agreements.
- 2 CFR Part 200, and General Ledger management and maintenance.
- Strong quantitative data and financial analysis skills.
- Strong written and oral communication skills.
- Prioritization and task delegation insight.
- Strategic and organizational acumen.
- Team-based project management.
- Responding to or conducting financial audits.
- Familiarity with payroll, benefits, and timesheet management.
- Experience managing accounting systems, such as Oracle Netsuite, a plus.

### **Minimum Requirements**

- Deep fluency in equity and racial justice concepts and language, understanding of their own privilege and power, and ability to bring equity impact analysis to life in the context of their tasks.
- Minimum of 7-10+ years of experience working in accounting within a governmental entity or large federally funded non-profit organization, and a minimum of two years working as a senior member of an accounting or auditing team, supervising the work of others.
- Must have a working understanding of 2 Code of Federal Regulations (CFR) Part 200.
- Demonstrated experience following Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Demonstrated success leading teams.
- Intermediate to Advanced proficiency in various computer software programs, especially those in the Microsoft Office series (Word , Excel , PowerPoint , Access , Outlook , Project , etc.).
- Any combination of applicable work or life experience will be considered as potential substitutes for the above requirements.

### **EEO STATEMENT**

The Regional Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, The Regional Authority will provide reasonable accommodations for qualified individuals with disabilities.