

## **Accounts Payable Specialist**

### **King County Regional Homelessness Authority**

**Role Title:** Accounts Payable Specialist

**Salary Range:** \$75,000 - \$85,000 per year

#### **Organizational Overview**

The King County Regional Homelessness Authority (the Authority or RHA) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. 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.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

#### **Team Overview**

The Grants Office within the Regional Homelessness Authority is responsible for strategy development, procurement, contract implementation, compliance monitoring, and overall oversight of grant-funded homelessness response. The team has direct lines of interaction with all offices across the agency, working closely with the Chief Program Officer and the Executive Office to ensure direct alignment with the big-picture strategy and goals of the Authority. The team has approximately (5) members.

#### **Role Description**

As part of the Grants Team, the Accounts Payable Specialist works closely with the Grants Manager and Procurement Coordinator to support both internal and external stakeholders to meet timely accounts payable metrics. As a contributing member of the team, the Specialist works in support of the agency's mission to provide high-quality, customer-centered services to Seattle/King County community members with specialized support for a series of initiatives and programs in the homelessness crisis response system. The Specialist reports directly to the Grants Manager and will work closely with the Procurement Coordinator, Compliance Specialist and various members of the Program Division, community partners and customers to ensure timely and accurate payments to all vendors and providers. This role is an individual contributor that has a highly focused area of expertise and contributes that expertise to a series of projects related to general accounting principles and performance-based contracts. They may also lead

specific projects in this expertise area, informally managing stakeholders as needed. Reporting directly to the Grants Manager, this role has no direct reports.

The Accounts Payable Specialist will be ultimately accountable to the Chief Executive Officer and people experiencing homelessness and will be held to the processes that customers of the Regional Authority's services, community groups, and frontline staff establish to ensure that accountability.

### ***Accountabilities***

#### **Accounts Payable (80%)**

- Review and monitor accounting and service records of contractors to figure out actual costs for services provided; reviews and monitors monthly invoices; ensures amounts charged comply with contract provisions and applicable laws, rules, and regulations; approves release of funds to reimburse contractor
- May conduct annual fiscal assessments and semi-annual analysis of contractor expenditure reports
- Represent the department to other agencies, community groups, service providers, and the public
- Draft reports, correspondence, and other written material
- Support programs in meeting performance standards and racial equity goals
- Process invoices within 5 days of receipt from agency contractors.
- Ensure providers are utilizing HMIS with a goal of 100% data entry, collects and review monthly, quarterly, and annual reports from HMIS
- Perform other related duties of a comparable level/type as assigned

#### **Stakeholder Engagement (20%)**

- Engage relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts for projects
- Attend relevant meetings with community-based organizations, other government agencies and partners, broadly to support informed design, resource building and resource sharing
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within workstreams of oversight

#### **Minimum Requirements**

- Fluency in equity and racial justice concepts and language, understand their own privilege and power, and can bring equity impact analysis to life in the context of their tasks
- 1-3+ years of related work experience in the government, non-profit or related field, with a track record of success in grants compliance, stakeholder relationships, homeless continuum of care.
- Strong organization, written and oral communications skills
- Proficiency using technology and data, including Microsoft Office Suite

**Additional Requirements**

- Experience working across government agencies and/or nonprofits
- A track record of success in accounts payable, grants management and stakeholder engagement
- Excellent oral and written communication skills
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback
- Ability to work in and across several communication platforms, including social networks and cloud- based systems
- Strong attention to detail, accuracy, timeliness

**EEO STATEMENT**

The Regional Homelessness 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 Authority will provide reasonable accommodations for qualified individuals with disabilities.