



Accounts Payable Accountant

Role Title: Accountant

Salary Range: \$75,000 - \$85,000

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. Under the direction of the Accounting Manager, this position will assist in the daily operations of the financial department of the RHA. Areas of responsibility include grants management, general ledger account management, accounts payables, accounts receivables, financial reporting and technical assistance. This position is responsible for cash disbursements and cash receivables.

Essential Job Functions

- Participate in maintaining an automated fund accounting system in accordance with Generally Accepted Accounting Principles and applicable Federal, State, County and City regulations.
- Prepare and maintain accurate accounting records and documents (including journal vouchers, adjusting entries, invoices, checks, account statements, and reports).

- Prepare general ledger postings, journal entries and invoices.
- Maintain vendor files and record their payment history of delays or non-payment.
- Sort, code, and enter key financial transaction data to keep the accounting databases up to date.
- Maintain and reconcile accounts, payments and bank statements timely to facilitate monthly closeouts of accounts.
- Research, track, and resolve accounting and documentation problems or discrepancies.
- Compile, sort, and process invoices and checks.
- Issue and mail out checks for accounts payable.
- Process accounts payable and all associated activities, including verifying invoices, ensuring proper approval for purchases, and monitoring purchase orders.
- Verify financial reports when necessary.
- Maintain confidentiality of sensitive information.
- Functioning in accordance with GAAP, GASB, and FASB rules and regulations, as well as any other relevant Federal, State, County, and City laws and regulations.
- Ensure vendor invoices are reviewed and processed appropriately and expenditures are properly recorded in the general ledger, including grant - funding source(s), account code, function, program, and contract, as well as appropriately entered into RHA automated fund accounting system general ledger, in accordance with Generally Accepted Accounting Principles, Federal Grant management practices and applicable Federal, State, County and City regulations.
- Assist the Accounting Manager and other Accountant with the day-to-day responsibilities of cash management, including the monitor of revenue receipts, release of payables, and assurance of adequate cash flow in RHA operating accounts.
- Work closely with Accounts Payable Specialists to process and reconcile subrecipients payables.
- Monitor and update award amounts in the grants management system as needed.
- Ensure the initiation of funding requests through HUD's automated Line of Credit Control System (LOCCS) and requisition payments from other funding sources, as needed.
- Ensure accuracy of accounting data, correct journal entries and corrections.
- Process check request and prepare the required documents to process the ACH direct deposit payments and mail checks as soon as received, in a timely manner, when deemed necessary
- Assist auditors and grant monitors during annual financial audits.
- Assume other responsibilities as designated.

Knowledge, Skills & Abilities

- Familiarity with bookkeeping and accounting procedures.
- Strong attention to detail.
- Strong quantitative data analysis skills.
- Strong oral and written communication skills.
- Proficiency with data entry, filing, and record-keeping tasks.
- Intermediate to Advanced proficiency with Microsoft Office software (such as Word and Excel); familiarity with Accounting software (such as Oracle NetSuite) is a plus.
- Demonstrated experience contributing to financial reports, spreadsheets, and statements.
- Demonstrated experience working independently and in a team environment.
- Willingness to learn and comply with all RHA, GAAP, GASB, and FASB accounting rules, regulations, and best practices
- Applicable laws, rules, regulations and/or policies and procedures procurement and/or administration of contracts, grants, leases, or similar agreements.
- Ability to learn 2 CFR Part 200, and General Ledger management and maintenance.

Minimum Requirements

- 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 2+ years of experience working in accounting.
- Have a working understanding of 2 Code of Federal Regulations (CFR) Part 200.
- Demonstrated experience following Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).
- 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.

Vaccination Mandate

KCRHA is subject to the King County requirement that all county contractors and volunteers working onsite (Workers) at Executive branch agencies (Agency/Agencies) be fully vaccinated.

If you are the successful candidate for a position, **KCRHA** will send you a conditional offer letter. As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

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.