



Accounts Receivable and Payroll 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.
- Assist in establishing, implementing and maintaining internal controls and accounting policies and procedures of RHA.

- Prepare and maintain accurate accounting records and documents (including journal vouchers, adjusting entries, invoices, checks, account statements, and reports).
- Prepare deposits, general ledger postings, journal entries, invoices, and financial reports.
- Ensure time sheets are reviewed/processed appropriately and payroll and benefits expenditures are properly recorded in the general ledger, including grant - funding source(s), account code, function, program, and contract, and entered into RHA's accounting system general ledger.
- Review and maintain submission of electronic timesheets through the APD system.
- Process payroll through ADP system and maintain and enter all related benefits transactions to the general ledger.
- Implement the electronic filing system for payroll documentations.
- Work with RHA departments to ensure compliance with contract terms, policies and procedures and provide any necessary technical assistance as it relates to payroll processing and benefits administration.
- Serve as the primary Accountant for payroll.
- Assist auditors and grant monitors during annual financial audits.
- Monitor and update award amounts in 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.
- Ensure accuracy of accounting data, correct journal entries and conduct AP reversals and corrections.
- Ensure all cash receipts are deposited through the King County Treasury system, recorded in NetSuite and disbursed in a timely manner.
- Prepare funding requests to funders.
- Compile reports and data summaries on various activity areas to funders and to help inform decisions and policies as requested.
- Code, post, and receipt payments.
- Process check request and prepare the required documents to process the Automated Clearing House (ACH) direct deposit payments and mail checks as soon as received, in a timely manner, when deemed necessary
- Maintain confidentiality of sensitive information.
- Assume other responsibilities as designated.

Knowledge, Skills & Abilities

- Fund accounting and fiscal grants management of federal and non-federal funds.
- RHA homeless program types.
- OMB Circulars A-110, A-122, A-133 and general ledger management and maintenance.
- 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.
- Intermediate or advanced level understanding of computer software programs, such as NetSuite, Microsoft Office (Word, Excel, Access, PowerPoint and Outlook) and the internet..
- Knowledge of fund accounting software.
- 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 within a governmental entity or large federally funded non-profit organization.
- Minimum of 2+ years of experience with complex payroll taxes and employee benefits.
- Have a working understanding of 2 Code of Federal Regulations (CFR) Part 200.
- Demonstrated experience contributing to financial reports, spreadsheets, and statements.
- Demonstrated experience working independently and in a team environment.
- Demonstrated experience following Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).
- Applicable laws, rules, regulations and/or policies and procedures procurement and/or administration of contracts, grants, leases, or similar agreements.
- 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.

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.