



## **Federal and Grants Accountant**

King County Regional Homelessness Authority

**Role Title:** Federal and Grants Accountant

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

### **Organizational Overview**

The King County Regional Homelessness Authority (RHA) 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 RHA'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 RHA, working closely with the Executive Office to ensure direct operational alignment with the strategy and goals of the RHA.

### **Role Description**

Under the direction of the Accounting Manager, this position will assist in the daily operations of the Finance Department's Accounting team at the RHA, focused on Federal Grant accounting,

but also supporting non-federal grants and other accounting tasks. Areas of responsibility for this position will include general ledger account maintenance, Account Payable, Account Receivable, other assets and liabilities, financial reporting, and technical assistance. This position will also be specifically responsible for month-end, quarter-end, and year-end closing, balance sheet and P&L fluctuation analysis, expense variance analysis, account reconciliations, revenue recognition, accruals, and journal entries ensuring the accuracy of financial statements in accordance with GAAP & GASB, compliance to internal policies, and serve as a backup for other Accountants.

### **Accountabilities:**

#### **General Accounting (75%)**

- Prepare deposits, general ledger postings, journal entries, invoices, and financial reports.
- Support monthly, quarterly, midyear, and annual close processes, partly through the entry or modification of accrual, deferral, and reclassification-related data.
- Reconcile accounts with the GL and ensure that all entries and transactions are accurate and reported in compliance with relevant accounting standards and government regulations.
- Ensure accuracy of accounting data, correct journal entries and conduct AP reversals and corrections.
- Participate in maintaining an automated fund accounting system in accordance with GAAP and other applicable Federal, State, County, City, and RHA regulations, policy and procedures.
- Assist in preparing bank statement reconciliations, investigate discrepancies, and report problems to management.
- Work with King County and RHA personnel to ensure the timely resolution of accounting issues.
- Assist with accounting issues and queries.
- Assist the Accounting Manager and ACAO for Finance with the day-to-day responsibilities of cash management, accounts receivable, and grant accounting including the maintenance and oversight of the General Ledger and requests for reimbursement.
- Ensure the data accuracy, and coding correctness of the General Ledger, particularly by ensuring GL data is consistent with source documents and data.
- Ensure that financial transactions reflect proper coding for the grant/funding source(s), account codes, functions, program, and contract codes, and other fields.
- Act as the back-up to process check runs and prepare the required documents to process ACH direct deposits and check payments.
- Monitor and update award amounts in grants management system.
- Prepare Federal and Non-Federal funding reimbursement requests to funders.
- Ensure all cash receipts are deposited through the King County Treasury system, recorded in NetSuite and disbursed in a timely manner.

- Compile reports and data summaries on various activity areas to funders and to help inform decisions and policies as requested.
- Contribute to the creation and continued maintenance of RHA's cost allocation plan(s) and schedules
- Serve as the back-up to other Accountants as needed.
- Act as the back-up or support to the Financial Analyst when necessary.
- Assume other responsibilities as directed to by the CAO, ACAO for Finance, and Accounting Manager.
- Generate and prepare monthly, quarterly and annual reports for funders.
- Assist in preparing year-end and month-end financial statements, including closing journal voucher transactions.
- Maintain accuracy and data quality within the Homeless Management Information Systems (HMIS) database.

### **Auditing and Continuous Improvement (20%)**

- Stay up to date with federal funding guidelines
- Assist in establishing, implementing, and maintaining internal controls and various accounting policies and procedures.
- Assist auditors and grant monitors during financial Federal and Non-Federal Audits
- Offer innovative enhancements to the Finance Department's operations.
- Assist operations and accounting team in understanding the impact of current expenses on future rate modeling.
- Maintain up-to-date training materials, guides and documents.
- Compile reports and data summaries on various activities to help inform decisions and policies as requested.
- Maintain confidentiality of sensitive information.
- Assume other responsibilities as designated.

### **Stakeholder Engagement (5%)**

- 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.

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

- Fund Accounting and fiscal grants management of federal and non-federal funds and familiarity with 2 CFR Part 200 and other regulations related to the provision and funding of homeless services, including the HUD CoC program, ESG, CDBG, CLFR, etc.
- Experience in general ledger maintenance and external audit preparation

- Knowledge of GAAP (GASB), governmental accounting and reporting
- Strong quantitative data and financial analysis skills; strong written and verbal skills.
- Intermediate to advanced proficiency with computer software programs, specifically the Microsoft Office series (Word, Excel, Access, PowerPoint, Project, and Outlook) Business Intelligence (BI) software
- Information retrieval from the Internet Team-based project management Preparing financial statements and reports
- Experience applying Office of Management and Budget (OMB) Circulars A-110, A-122, A-133 and general ledger management and maintenance.
- Knowledge of and experience with applying applicable laws, rules, regulations and/or policies and procedures procurement and/or administration of contracts, grants, or similar agreements.
- Intermediate or advanced level understanding and knowledge fund accounting software, including Oracle Products.

### ***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.
- 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)
- 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.
- The ability to work onsite up to 3 days a week.
- This recruitment may also be used to fill additional positions per business needs.

### **VACCINATION MANDATE**

RHA 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 against COVID-19.

If you are the successful candidate for a position, RHA 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 vaccination approved by the Center for Disease Control and Prevention (CDC).

## **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.