



Accounting Manager

Role Title: Accounting Manager

Salary Range: \$100,000 - \$120,000

Classification: Full-time, Exempt

Organizational Overview

The King County Regional Homelessness Authority (KCRHA) 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.

Job Summary

The Accounting Manager plays a pivotal role in managing the daily accounting operations within KCRHA. This position is responsible for maintaining the integrity of the organization's financial data, ensuring compliance with Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP), and optimizing financial practices to enhance transparency.

Role Description

As a dynamic and evolving organization dedicated to making a significant impact on reducing homelessness throughout the region, while upholding principles of equity and social justice. As we transition from our initial startup phase to the next stage of development, we are seeking a forward-thinking and experienced Accounting Manager to lead our accounting team through process improvements and compliance with GASB and GAAP.

Essential Job Functions

- Direct the finance team in the general ledger maintenance and preparation of all financial reports in a timely manner.
- Presents the monthly financial statements on a monthly basis and conducts actual and budget analysis.
- Directs and supervises grants billing and collection.
- Supervise and review all accounts payable activities and month end closing.
- Implement and maintain internal controls and accounting procedures for proper financial management. to reflect accounting standards and business operations.
- 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 Team 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.
- Serve as a primary liaison with auditors and compliance monitors regarding the general ledger, financial statements, accountability audits, and performance audit.

Knowledge, Skills & Abilities

- Fund Accounting and fiscal grants management of federal and non-federal funds.
- Extensive experience and knowledge in GASB financial reporting and BARS Manual.
- 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

Studies have shown that women, people of color, and those from underrepresented groups are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in the best candidate for the job and encourage you to think broadly about how your background might make you a valuable member of our team in this role when deciding whether to apply. At minimum we are looking for the following:

- 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 5-7+ 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), Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).

- 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.) Oracle Netsuite accounting systems.
- The ability to work onsite up to 3 days a week, if needed
- Any combination of applicable work or life experience will be considered as potential substitutes for the above requirements.
- Education: Bachelor's in Accounting or Business and Finance or directly related experience may be substituted for education

Benefits: Unlimited vacation, subject to manager approval; 96 hours of paid sick and safe leave annually; 12 official holidays and 2 personal holidays; medical, dental, and vision benefits; pension plan; deferred compensation plan to eligible employees; life insurance and long-term disability.

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.