



Accountant

King County Regional Homelessness Authority

Role Title: Accountant

Salary Range: \$90,750 - \$122,513

Location: Seattle, Washington; Hybrid 5% in office; 95% Remote

Exempt Classification: Represented; Non 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 KCRHA 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.

Role Description

The KCRHA is currently seeking a highly skilled and experienced Accountant to join our finance team. The accountant will play a critical role in ensuring compliance with governmental accounting standards and regulations, maintaining accurate financial records, and providing strategic financial guidance to management. This position is primarily responsible for the daily operations of the accounting unit, the general ledger, financial analysis, accounting practices, and financial and accountability audit functions. The work of the accounting team is in support of the mission to significantly decrease the incidence of homelessness throughout King County, according to equity and social justice principles.

Essential Job Functions

- **Financial Reporting:** Prepare, examine, and analyze financial reports and statements to ensure accuracy, completeness, and compliance with government accounting standards and regulations.
- **Budget Analysis:** Assist in the development, monitoring, and analysis of budgets for government departments and programs. Identify variances, trends, and potential financial risks to facilitate informed decision-making by management.
- **Account Reconciliation:** Conduct regular reconciliations of accounts, ensuring discrepancies are identified and resolved in a timely manner. Verify the accuracy of transactions and maintain proper documentation for audit purposes.
- **Compliance Management:** Stay updated on relevant governmental regulations, accounting standards, and fiscal policies. Ensure adherence to legal requirements and internal controls to safeguard public funds and maintain transparency.
- **Financial Planning:** Collaborate with departmental managers to forecast financial needs, allocate resources efficiently, and optimize budget utilization. Provide recommendations for cost-saving measures and revenue enhancement strategies.
- **Audit Support:** Assist in internal and external audits by providing and reviewing financial data, supporting documentation, and explanations as required. Implement audit recommendations to strengthen financial processes and internal controls. Participate in provider desk reviews and on-site audits.
- **Financial Analysis:** Conduct financial analysis and performance evaluations to assess the effectiveness of government programs and initiatives. Identify areas for improvement and contribute to the development of strategic financial plans.
- **Risk Management:** Identify potential financial risks and develop strategies to mitigate them effectively. Monitor financial activities for signs of fraud, waste, or abuse, and take appropriate actions to address any issues.

Knowledge, Skills & Abilities

- Fund Accounting and fiscal grants management of federal and non-federal funds.
- 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.



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 2-3+ years of experience working in accounting within a governmental entity or large federally funded non-profit organization and 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.)
- Any combination of applicable work or life experience will be considered as potential substitutes for the above requirements.

Benefits

Unlimited vacation, subject to manager approval; 96 hours of paid sick and safe leave, 12 official holidays and two personal holidays, medical, dental, and vision benefits, a pension plan and Deferred Compensation Plan for eligible employees, life insurance and LTD.

EEO STATEMENT

The KCRHA 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 KCRHA will provide reasonable accommodation for qualified individuals with disabilities.

