



Senior Accountant

King County Regional Homelessness Authority

Role Title: Senior Accountant

Salary Range: \$97,000-\$135,000

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

Exempt Classification: Represented; 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 Senior Accountant to join our finance team. The Senior 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 accurate and timely financial reports, including balance sheets, income statements, and cash flow statements, in compliance with government accounting standards and regulations.
- **Budget Management:** Assist in the development, monitoring, and execution of the organization's budget, ensuring alignment with strategic objectives and regulatory requirements.
- **Audit and Compliance:** Coordinate and participate in internal and external audits, ensuring compliance with government regulations, policies, and procedures. Address audit findings and implement corrective actions, as necessary.
- **Financial Analysis:** Conduct financial analysis to support decision-making processes, identify trends, and forecast financial performance. Provide insights and recommendations to senior management based on financial data.
- **Process Improvement:** Continuously evaluate and improve accounting processes and procedures to enhance efficiency, accuracy, and compliance. Implement best practices and leverage technology solutions where applicable.
- **Taxation and Compliance:** Manage tax compliance activities, including the preparation and filing of tax returns, to ensure adherence to relevant tax laws and regulations.
- **Team Leadership and Development:** Supervise and mentor junior accounting staff, providing guidance, training, and support to foster professional growth and development within the team.
- **Stakeholder Engagement:** Collaborate with internal departments, external stakeholders, and regulatory bodies to address financial-related inquiries, provide financial information, and support strategic initiatives.
- **Monitor cash receipts** to ensure cash receipts policies are followed, deposits are appropriately endorsed and deposited on a timely basis; and monitor purchase activity.
- **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.
- **Assist auditors and grant monitors** during quarterly, periodic, and annual financial audits/compliance reviews.

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.

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 3-5+ 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.

