



We are looking for

ACCOUNTING & FINANCE MANAGER

Seattle Jobs Initiative (SJI) is an organization deeply committed to and guided in its daily work by its mission. Bounded by a set of values, SJI drives toward its vision for the future through an identity statement that defines how it will accomplish its mission and vision. SJI supports people from under-invested communities to build careers. By creating equitable workforce systems and developing impactful partnerships, we address structural racism.

As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQIA2S+, people with disabilities, and veterans. We recognize your unique qualities and the value you bring to our commitment to the communities we serve. Together we create and preserve inclusive and equitable environments.

POSITION DESCRIPTION

Seattle Jobs Initiative (SJI) is looking for a skilled, knowledgeable, highly motivated, and enthusiastic team player to collaboratively lead the accounting team which includes a portfolio of increasingly complex funding sources, including federal, state, local, and other resources.

The Accounting and Finance Manager reports to the Director of Finance and plays a key leadership role in managing the accounting and finance functions for the organization including budgeting, financial analysis for multiple lines of business, general ledger management, and financial reporting. The financial responsibilities are complex and involve supervisory responsibilities for a team of two direct reports. The desired candidate has expertise in managing governmental pass-through funding, evaluating, and implementing internal controls, process improvement, supervising and mentoring staff, and will prioritize the organization's mission in creating equitable workforce systems and developing impactful partnerships to address structural racism. Candidate should also be comfortable working with a variety of financial databases and systems. Duties include:

- Manage development and updates of annual budgets for the organization and its lines of businesses.
- Manage timely and accurate month-end and year-end closing including but not limited to journal entries, accruals, cost allocations, and general ledger account reconciliations.
- Oversee analysis of financial and performance reporting requirements for the organization's lines of business and unique projects and programs.
- Oversee preparation of monthly financial statements, variance analysis, and other supporting schedules and ad-hoc reports as appropriate.
- Supervise a team of two including planning work assignments, conducting employee development, and preparing performance evaluations including making recommendations to the Director of Finance regarding personnel actions as appropriate.
- Assist the Director of Finance with:
 - Responding to external audits and funder monitoring requests.
 - Preparing tax returns, annual financial statements, and other related schedules in compliance with GAAP, FASB, and Uniform Guidance as applicable.
 - Evaluating internal controls and reviewing and updating policies and procedures.
- Provide backup support for other finance and accounting team functions as needed which include but are not limited to payroll, accounts payable and accounts receivable.
- Other duties as assigned.

QUALIFICATIONS

- Demonstrated experience in grant management as it relates to reporting of government funding (federal, state, and local) and regulatory compliance.
- Demonstrated communication skill and experience with both internal and external stakeholders.
- Demonstrated attention to detail, organization skills to manage multiple priorities and deadlines which may involve collaboration with other work groups.
- Demonstrated ability to develop and maintain effective, collaborative, and positive working relationships with internal and external stakeholders, and to establish systems and practices necessary to maintain high financial management standards.
- Demonstrated keen analytical, organizational, and problem-solving skills.
- Demonstrated ability to work with others from diverse backgrounds and understanding the needs of clients who face varying barriers.

EDUCATION & EXPERIENCE

- 10 years of progressive responsibility in accounting, finance, audit, or project management; OR any equivalent combination of experience and bachelor's degree in accounting, finance, or business administration experience which provides the applicant with the desired skills, knowledge and ability required to perform the work.
- Supervisor experience
- Desired not-for-profit accounting and governmental pass-through and braided funding experience
- Desired Abila (formerly Sage) MIP software experience.
- Desired Certified Public Accountant or equivalent designation.

WORK ENVIRONMENT

SJI operates in a hybrid flexible work environment where remote work is supported and encouraged. However, in-person requirements on conferences, organizational events, meetings, and other occasions will be required.

COMPENSATION AND BENEFITS

This is a full-time, exempt position with a hire-in annual salary pay that starts at \$93,600.00, company pays employee medical, dental, vision, short- and long-term disability, life insurance, health and dependent care flexible spending accounts, PTO (paid time off), personal holidays, and 401(k) with SJI match. SJI provides remote work support to all staff.

SJI employees are required to be fully vaccinated against COVID-19. If selected, you will be required to submit proof of vaccination prior to your start date. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

SEND YOUR RESUME AND COVER LETTER TO JOBS@SEATTLEJOBSINIT.COM