



JOB POSTING - ANNOUNCEMENT

ACCOUNTING MANAGER

Kent Youth and Family Services, a nonprofit agency with over 50 years in our community, is seeking an Accountant with a passion for serving South King County's most diverse and vulnerable youth. The Accounting Manager is a member of the leadership team, and by providing skilled accounting services, contributes to the betterment of the lives of children we serve through mental health, early learning, afterschool, and case management. The Accounting Manager provides leadership and oversight ensuring the financial integrity of the agency. If you thrive in a team environment and enjoy updating systems, this is a great job for you. Generous benefits, flexible hours.

DUTIES AND RESPONSIBILITIES:

- Leadership and oversight of agency financial plans, policies and procedures, its internal fiscal controls, and the maintenance and retention of its financial records.
- Assures contract compliance with all elements of financial requirements, including invoicing and data reporting by specified deadlines. Complete and/or assist with contract and grant applications. Develop and maintain positive working relationships with funders.
- Maintain general ledger through standard and recurring journal entries, monthly balance sheet reconciliations, sub-type structured chart of accounts, and complex allocations and tracking for multiple support-service programs.
- Analyze, produce and distribute deadline sensitive month-end financial statements to Directors and the Finance Committee.
- Research and explain fluctuations in revenue and expense, budget variances and trend analysis.
- Participate in the formulation of the annual agency budget including mid-year revisions when required.
- Cash management, bank reconciliation, transfers, fees, Certificates of Deposit and Line of Credit.
- Asset management, depreciation, leases, property taxes and threshold requirements.
- Act as liaison for intermittent County and State audits and manage the annual independent single audit for federal funds and IRS 990 filing, including working with the audit firm for preparation and transmission of required schedules and documentation.
- Prepare and submit the annual State Non-Profit Registration and quarterly L&I filing and taxes.
- Supervise, train, coordinate and support the accounting staff, currently Accounts Receivable and Accounts Payable. Review and post A/R and A/P module batches for all debits and credits.
- Review and approve accounting related expenses including all entries associated with Fiscal Sponsorships and Partnerships.
- Work collaboratively and collegially with individual program directors toward maximum financial performance designing process improvements aimed to increase efficiencies and reduce costs.
- Assist and represent Executive Director as needed.
- Other duties as applicable, assigned or evolved.

QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Accounting or Finance or closely related field.
- 3 - 5 years of progressively responsible duties in Non-Profit accounting and financial management and/or progressive accounting and management experience in an aligned economic sector.
- Experience with single audit and tracking federal funds preferred.
- Experience and knowledge of Excel and Word are required. CYMA Not-For-Profit accounting software a plus.
- Proficient with Generally Accepted Accounting Principles (GAAP). Financial Accounting Standards Board (FASB) for Not-for-Profit entities preferred.

- High degree of organization, proven to be accurate and attentive, strong analytical skills and absolute attention to detail.
- Aptitude to prioritize, multi-task and utilize resources to execute tasks to meet daily, weekly and monthly deadlines.
- Professional and support-service oriented with the ability to effectively interface with employees, all levels of management, youth and family clients and the general public.
- Able to function independently with minimal supervision and works well as part of a team with a demonstrated capability to problem solve.
- Excellent written and verbal communication and presentation skills.
- Respect and maintain strict confidentiality. HIPAA Compliance required.
- Experience working with and appreciation for diverse populations. Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Sensitive and responsive to cultural differences and a commitment to the value of cultural competency.

ADDITIONAL REQUIREMENTS:

- Satisfactory completion of any required finger printing and criminal background checks.
- Valid Washington driver's license, acceptable driving record, personal automobile for use of job related transportation, current auto insurance meeting minimum Washington vehicle insurance requirements.
- Must speak clearly using the English language to accurately convey information and be able to hear at normal speaking levels both in person and over the telephone and/or video conference.
- Eligible for employment in the United States.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Work is performed in a normal, private office setting in proximity to reporting staff as well as remotely from home office. Requires concentration for long periods of time and may be interrupted multiple times throughout the day.
- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Minimal lifting or climbing.

COMPENSATION & BENEFITS:

- **JOB TYPE:** Exempt, generally Monday - Friday
- **PAY:** \$70,000-\$75,000/ year
- **BENEFITS:** KYFS offers excellent benefits: FT staff are eligible for: Company paid 403b retirement: current contribution is at 5% after one year of employment; paid medical, dental, vision, life and LTD insurance for employee's; 9 paid holidays; 2 paid floating holidays; up to 3 weeks of vacation 1st year of employment; and up to 12 paid sick days per year.

OPENS: 8/13/2021

CLOSES: When filled.

HOW TO APPLY:

- **Internal Candidates:** Submit letter of interest and resume to Human Resources.
- **External Candidates:** Apply on Indeed, or submit cover letter and resume to HR@KYFS.org, Fax 253-373-9441 or Mail to Kent Youth & Family Services, Attn: HR, 232 2nd Ave S, #201, Kent, WA 98032

Kent Youth and Family Services is an Equal Opportunity Minority/Female/Individuals with Disabilities/Protected Veteran and Affirmative Action Employer. We hire qualified candidates without regard to age, race, religion, color, sex, sexual orientation, gender, gender identity, national origin, ancestry, citizenship, protected veteran or disability status, or any factor prohibited by law.