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[BuildingChanges.org](https://www.buildingchanges.org)

JOB ANNOUNCEMENT:

Senior Accounting Manager

Building Changes seeks a Senior Accounting Manager to oversee the development and implementation of accounting systems with a strong emphasis on internal controls, conformity to generally accepted accounting principles and risk management. This position reports to the CFO and works closely with the Accounting Manager and Accounting Coordinator. The position is located at our office in Seattle though we are currently working remotely due to COVID-19.

Our Mission

Building Changes advances equitable responses to homelessness in Washington State, with a focus on children, youth, and families and the systems that serve them.

Our Work

Building Changes works across and within systems to drive and promote equitable responses that address housing crises experienced by people in Washington State, with a focus on children, youth, and families. We do this by pulling together government, philanthropy, and nonprofits in a collective effort to impact homelessness in Washington State. We act as a driver for innovative strategies that help youth and families emerge out of homelessness and maintain stable housing.

Responsibilities will include:

- Coordinates, administers, and controls the agency's accounting operations
- Assists in processing invoices for payment, cash receipts, credit card reconciliations
- Reviews and posts accounts payable, accounts receivable, payroll and journal vouchers
- Manages relationships and accounting for fiscally sponsored entities
- Manages monthly general ledger activity and close
- Analyzes/reconciles balance sheet and key P&L accounts periodically
- Prepares and analyzes financial statements and reports on variances on a monthly basis
- Develops and implements internal controls, and policies and procedures
- Manages grants accounting; prepares periodic financial reports to funders
- Ensures accurate and timely dissemination of financial information; provides financial reports and analysis to programs and operations staff as requested
- Administers employee health benefits, 403b and business insurance
- Manages tax and regulatory filings
- Manages annual audit and tax returns (form 990) preparation: performs accounts analysis, prepares audit and 990 schedules, supports audit field work

The successful candidate will have a combination of the following:

- BA in accounting or finance preferred; five (5) years of mid-level relevant nonprofit accounting experience can be used in lieu of education
- Fund accounting knowledge and at least 2 years' experience of nonprofit audits, familiarity with generally accepted accounting principles and standards affecting nonprofit organizations
- Aligns with Building Changes' mission and commitment to racial equity

- An energetic, forward-thinking, and creative team player with high ethical standards
- Commitment to ensuring financial integrity, and ability to handle highly confidential information with discretion
- Experience with nonprofit accounting software—Sage MIP experience preferred—and Microsoft Office
- Demonstrated people skills necessary to coordinate the flow of information to and from staff who possess varying degrees of financial and program experience
- Ability to identify and solve problems, formulate ideas to increase efficiency of accounting operations, and implement appropriate policies and procedures and processes
- Ability to thrive in a fast-paced environment with multiple demands, shifting priorities, ambiguity, and rapid change
- Detail-oriented, highly organized, and able to manage multiple tasks and responsibilities simultaneously; strong time management and project management skills
- The successful applicant will demonstrate integrity, self-direction, attention to detail, flexibility, leadership, a sense of humor, grace under pressure, ingenuity, and mutual respect for co-workers

Note: In our effort to conduct an inclusive search for qualified candidates, this position does not require an advanced degree. Educational attainment will be considered along with other experience.

Salary range for this position is \$75,000 - \$85,000. We offer excellent health, time off, retirement and other benefits.

To apply for this position, please submit your resume and a cover letter to jobs@buildingchanges.org with the subject line: Senior Accounting Manager.

Building Changes is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce.