



Position: Accounting Manager

Schedule: Part-time, 20 hours per week

Compensation: \$32-36 per hour DOE

Benefits: This position offers 15 days paid time off, 13 paid holidays (plus your birthday), and great flexibility. Please note that this position does not offer healthcare or retirement benefits.

Reports to: President & CEO

Location: Hybrid - combination of remote and in-person at our Shoreline, WA office

Position Close Date: Tuesday, June 15, 2022

To Apply: Please submit your resume and cover letter to daisy@wabsalliance.org with the subject line: WABS Accounting/Finance Manager 2022.

Organization: Washington Alliance for Better Schools (WABS) is a collaborative of school districts and industry leaders that leverages resources, talent, and intellectual capital to help over a quarter million students graduate career and college ready.

Equity, Diversity, and Inclusion Statement: WABS is committed to addressing the systemic racism that creates disparities in education. We are committed to equity, diversity, and inclusion, which requires that we use our collective voice to identify and eliminate institutional barriers that deny equitable access and impact the success of Black, Indigenous, and people of color (BIPOC), and other underserved students.

Job Summary:

Responsible for leading the accounting functions of the organization to ensure that best practices are met, that reporting is accurate and timely and that compliance requirements are met. Oversees the production of quarterly financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.

Job Duties:

- Provide monthly budget & quarterly financial reports
- Process monthly payroll, A/P and A/R and annual tax reports
- Manage budget, billing and contractual obligations for Federal and State Grants
- Manages and oversees annual financial statement audit and single audit
- Assists in the development of annual organizational budget
- Work in partnership with Program Directors to oversee and develop program budgets
- Other duties as assigned

Desired Qualifications:

- Bachelor's degree in a relevant field such as finance, economics or accounting, or minimum of 5 years experience in accounting, bookkeeping or a related field.
- Excellent business judgment, analytical, and decision-making skills
- Knowledge of financial reporting and working knowledge of Quickbooks online
- Strong demonstrated use of Google Suite, Excel, Word, and PowerPoint

- Non-profit experience is a plus
- Federal and state grant experience is a plus
- Detail oriented and strong ability to manage multiple tasks and changing priorities
- Highly dependable and trustworthy
- Extremely effective communication skills

To Apply: Please submit your resume and cover letter to daisy@wabsalliance.org with the subject line: WABS Accounting Manager 2022. Applications will be reviewed upon receipt and the deadline is June 15, 2022. Apply early - applications may close before the deadline.

To learn more about WABS please visit our website at wabsalliance.org.