



Position: Non-Profit Finance Manager

Schedule: Part-time, 20 hours per week

Compensation: \$32-38 per hour DOE

Benefits: This position offers 15 days paid time off (plus your birthday), 13 paid holidays, 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: Friday, August 12, 2022

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

Organization: Washington Alliance for Better Schools (WABS), a non-profit organization, 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. To learn more about WABS please visit our website at wabsalliance.org.

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 finance & accounting functions of our non-profit organization to ensure that best practices are met, that reporting is accurate and timely and that compliance requirements are met. Oversees the production of financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards. Develops and manages multiple program budgets and conducts budget forecasting.

Job Duties:

- Effectively manage and administer multiple grant awards and contracts. Manage budget revisions, forecasting and continued funding on multiple complex budgets including federal, state, foundation, contracts, and subcontracts.
- Work in partnership with Program Directors to oversee and develop multiple program budgets
- Provide monthly budget & financial reports
- Process monthly payroll, A/P and A/R and annual tax reports
- Works directly with the independent CPA firm to conduct the annual single audit on a timely basis. Prepares all supporting schedules and reports required by auditors.
- Ensures that the organization's financial records and statements meet GAAP standards.
- Assists in the development of annual organizational budget
- 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
- Financial management experience for non-profit organizations
- Knowledge of state and federal regulations and laws governing non-profit organizations
- Experience developing and managing multiple program budgets
- Must be able to work collaboratively with a team
- Excellent business judgment, analytical, and decision-making skills
- Knowledge of financial reporting
- Strong demonstrated use of Google Suite, advanced user of Excel and Quickbooks online or other electronic accounting systems

To Apply: Please submit your resume and cover letter to info@wabsalliance.org with the subject line: WABS Finance Manager 2022. Applications will be reviewed upon receipt and the deadline is August 12, 2022. Apply early - applications may close before the deadline.