



Job Description

Accounting Manager

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right person to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

GENERAL DESCRIPTION

Under the supervision of the Finance Director (FD), the Accounting Manager is responsible for coordinating the month end close process, assists the FD in preparation of financial reports (both internal and external), monitors program budget variances, assists in audit preparation, develops and maintains accounting SOP documentation, and supports management on any relevant financial requests. This position also reviews the work of the Accounting Generalist and Billing Contract Specialist and serves as backup when necessary.

MAJOR RESPONSIBILITIES – Specific for this position

- Coordinate and conduct month-end close tasks
- Prepare monthly journal entries and balance sheet reconciliation schedules
- Conduct bank reconciliation activity and cash position analysis
- Review A/P, payroll, balance sheet reconciliations, and other related work generated by the Accounting Generalist
- Review A/R and cash receipt transactions entered by Billing Contract Specialist
- Prepare quarterly payroll and excise tax reports
- Assist the FD in the development of the annual organizational budget
- Assist the FD in preparing the monthly financial statements and other related reporting
- Provide support to the FD by advancing departmental projects and initiatives
- Perform periodic budget review and analysis
- Work closely with department directors on financial inquiries and provide internal financial statements and other ad hoc reports as requested
- Ensure accounting policies and procedures are up to date with emphasis on internal controls and develop corresponding SOP documentation
- Work closely with the FD around Accounting Process Improvements
- Prepare schedules and reconciliation documentation for annual audit
- Maintain general ledger and conduct ongoing account analysis.
- Maintains documentation in a timely, thorough and accurate manner
- Other duties as assigned

MAJOR RESPONSIBILITIES – Agency General

- Provides all services utilizing a strengths-based, family-focused, client-centered, services-integrated, and culturally competent approach
- Participate in creating and maintaining an equitable and inclusive workplace that values diversity and treats everyone with dignity and respect
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Maintain a positive attitude and represent the agency with pride
- Provides services in a manner that expedites the meeting of contract requirements and program



outcomes

- Maintains documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Performs all other tasks as assigned by the supervisor, manager or director that furthers the success of program and/or the agency.

MINIMUM REQUIREMENTS

- Excellent computer skills in an MS Office environment, especially Outlook, Excel and Word. Paylocity & MIP Fund Accounting highly preferred
- BA Degree in Accounting or related field
- A minimum of five years of solid accounting experience
- Work habits that include creativity, accuracy, careful attention to detail, and organization skills
- Prompt and consistent attendance during scheduled working hours
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Sense of humor

Employee Signature

Date

Supervisor Signature

Date

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Embrace equity, inclusion and diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and have fun.