



## About Long Live the Kings (LLTK)

Our mission is to restore wild salmon and steelhead and support sustainable fishing in the Pacific Northwest. Since 1986, we have been advancing science, improving management, and implementing solutions to balance the needs of fish and people. LLTK envisions a sustainable Northwest with a growing human population, a thriving economy, and flourishing salmon runs.

Our 26-member Board of Directors, and 13 dedicated staff members seek broad involvement to help us accomplish our goals. Our core values include collaboration, innovation, accountability, and inclusivity. Our staff are located in Seattle, Hood Canal, and Orcas Island, and work throughout western Washington and the Pacific Northwest. Learn more about us in our [2025 Strategic Roadmap](#), and on our [website](#).

## Position Summary – Finance Coordinator

Long Live the Kings is looking for an energetic and resourceful professional, someone who enjoys problem solving and has a knack for numbers. If you are a skilled bookkeeper with solid fund-accounting experience in recording day-to-day financial transactions and enjoys being part of a collaborative team and bringing fresh ideas to the table, this may be the fit for you. Your focus will primarily be on accounts payable and accounts receivable with growth potential to handle financial reporting, assist in budgets, and cash flow. The Finance Coordinator will help facilitate the daily financial workings of this ambitious non-profit, with an annual budget of roughly \$3 million ([www.lltk.org](http://www.lltk.org)). The selected candidate will receive hands-on training in the industry's leading fund accounting software; Abila MIP Fund Accounting and report directly to the Finance Director.

### Key Responsibilities:

#### Accounts Payable

- Distribute invoices for coding and approval
- Enter A/P and run checks
- Maintain vendor 1099's and year-end W-9 IRS reporting

#### Accounts Receivable

- Generate reports for monthly and quarterly reimbursable billings and invoice accordingly
- Track and invoice deliverable agreements

#### Cash Receipts

- Coordinate with the development team to code donations
- Maintain customers in MIP, this includes entering new customer ID's and ensure it aligns with Development Departments CRM
- Monthly Cash Receipts import as needed

Applications received by COB Wednesday December 22nd will receive priority.



#### Cash Disbursements

- Manage credit card ledgers for corporate card holders
- This includes entry into the accounting software

#### Financial Reporting/ Reconciliations

- Generate fund reports and determine if appropriate indirect was taken
- Perform monthly reconciliation of donations with Development Director and lead on any reclass entries
- Monthly reconciliation of Credit Card Payables account

#### Administrative Duties

- Participates fully in diversity, equity, and inclusion (DEI) initiatives, and works to apply a DEI lens to your work
- Timesheets
  - o Create new timesheets for each staff annually
  - o Update when needed throughout the year
  - o Ensure timesheets are received for monthly payroll
- Enter budgets into MIP annually
- Manage meeting invites for Finance Committee (quarterly/ as needed)
- Send out annually and track receipt of Conflict of Interest policies
- Ensure and track proper review and sign-off of Executive Director's timesheet, expense reimbursements and CC ledger
- File management both physical and uploaded into MIP (Bank Recons & Deposits)
- Assist in annual audit
- Point person for our general liability insurance (event and project needs)
- Enter monthly distribution codes into MIP

#### **Ideal Experience, Skills, & Qualifications**

- 1+ years of fund accounting experience
- Proficient in Microsoft Office Excel
- Excellent time management
- Ability to work independently
- Experience working with MIP Fund Accounting software preferred
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment, or the willingness to quickly learn and do so.

#### **Additional Experience, Skills, & Qualifications**

- Passion for protecting and stewarding nature and wildlife
- Experience working with diverse partners and stakeholders

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### **Compensation, Benefits, & Location:**

\$55,000-63,000 annual salary, depending upon qualifications. Candidates seeking an offer above this salary range need not apply. Generous benefits provided including:

- Paid Time Off (Vacation, Sick, Holiday, Personal)
- Health Insurance
- Life Insurance
- Dental insurance
- Health Reimbursement Account (HRA)
- 401k with matching opportunities (after one year of full-time employment) 5%
- Long Term Disability Insurance
- Flex Spending Account
- Dependent Care FSA
- ORCA Pass for commuting

This position is based in downtown Seattle (5th & University) in our administrative offices. Some work may be remote, but regular office presence is required to execute the position's duties.

Reports to: Finance Director

Status: Full Time Salaried Position

### **Diversity, Equity, and Inclusion**

Both staff and Board have recently begun a formal process of examining ourselves and our organization with a DEI lens. Our intention is to do the work so that we can authentically embrace DEI principles as a core value that drives the success of our people, our partners, and our work.

### **How to Apply**

We welcome and encourage qualified people of all identities and abilities to apply. Please email to apply, **letting us know in the text of the submission email where you saw the job posted or how you heard about it**, and include a **resume** and **1-page cover letter** that describes your interest in this position and your relevant qualifications and experience. Priority review given to applications received by December 22nd; position open until filled.

We look forward to receiving your materials. Please send them to Allegra Horioka at [ahorioka@lltk.org](mailto:ahorioka@lltk.org). We're a small team and politely request that follow-up calls or emails be restricted to technical questions or necessary accommodations having to do with applying.

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