



SENIOR ACCOUNTANT JOB DESCRIPTION

BASIC INFORMATION

Job Title: Senior Accountant

Travel Requirements: Limited (<10%) overnight travel via air or personal vehicle required

Status: Full Time, Exempt

Supervisor: Senior Controller

Place of Performance: Hybrid; Seattle, WA

Direct Reports: None

POSITION SUMMARY

Young people grow up in Washington surrounded by a thriving science, technology, engineering, and math (STEM)-based economy, yet they do not always receive the support they need to participate. Washington STEM is a statewide, education nonprofit leveraging STEM for social change, removing barriers to credential attainment, and creating pathways to long-term economic security for historically excluded students. Washington STEM aims to close pervasive systems gaps for students of color, low-income students, rural students, and girls, by focusing on three critical education spaces: early learning, K-12 STEM, and career pathways. We envision a state where skin color, zip code, income, and gender do not predict educational and career outcomes.

The Senior Accountant will partner directly with the Senior Controller on all things accounting, finance, and compliance, as well as in certain areas of risk management and operations. They will be a thought partner on research and policy development, as well as a key player in execution of the Washington STEM accounting, finance, and compliance functions. The Senior Accountant will also act as an internal resource to all teams on budget analysis, as well as supporting the financial and compliance components of grants management, including administration of the GrantVantage system. To best serve the organization, this position will utilize a combination of technical expertise, communications skills, and emotional intelligence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial statement preparation, general ledger entry, and analysis: Manage all general accounting activities, including preparing general ledger entries, regular and timely reconciliations of balance sheet accounts, preparation of internal financial statements, analyzing various other financial reports, managing month-end close checklist, and preparing monthly tax entries.

Financial transaction processing and review: Own all monthly transactions, including cash receipts and disbursements, accounts payable, accounts receivable, expense reports, and contributed and earned revenues. Manage processing and payment of accounts payable invoices. Ensure accurate and timely transaction entry for all transactions. Act as co-administrator of employee expense management system (Expensify), including workflows, user additions and deletions, and reviewing the import into the accounting system. Manage annual 1099 filings. Prepare monthly state and local tax filings.

Accounting and compliance guidance and procedure analysis: Partner with Senior Controller as new accounting guidance is released to analyze the impact on the organization and provide methodology on application. Draft memorandums to establish accounting policy and procedures as they relate to the guidance. Collaborate with Senior Controller to develop, implement, and maintain integrity of accounting procedures by analyzing current processes and recommending changes. Assist Senior Controller in drafting and maintaining compliance related policies and procedures, including policies related to federal funding and expenditures.

Budget preparation and variance analysis: Co-lead the annual budget process along with Senior Controller and COO. This includes defining the timeline, helping set budget assumptions, communicating expectations to all staff and budget owners, preparing budget questionnaires and other materials, participating in budget meetings, and forecasting expenses based on new inputs as well as historical amounts. Additionally, format the budget data so it can be imported into accounting system. On an ongoing basis, work with Senior Controller to track budget vs. actual spend by category, and manage budgets with budget owners.

Grants management: Act as the administrator of grant management system, GrantVantage. Work with Director of HR & Operations, Senior Controller, Program, and Resource Development staff to manage grant budgets. This will entail setting up of new opportunities and projects in GrantVantage, helping teams develop project, grant, and proposal budgets, monthly updates of financial info in GrantVantage, tracking of actual and forecasted costs, review of grant language and proper application of restrictions and compliance requirements within the grant agreement, and assisting with grant kickoff and closeout meetings/procedures. Additionally, the Senior Accountant will be responsible for maintaining grant files and documentation. The Senior Accountant will relay pertinent questions/findings to the proper staff involved in a grant. They will also participate in any grant audits, as needed.

Other duties and special projects: Prepare special purpose schedules and requests, such as those required for the annual audit and form 990 preparation, contract renewal and negotiations, and in support of other state audits. Find opportunities for automation of functions through system or process changes/upgrades. Implementation of technology solutions and vendor change management and work with impacted parties on training and efficiencies. Work cross-departmentally to develop new processes, workflows, and review of applications to determine success and failures. Assist in preparation of third-party technology reviews/audits. Occasionally attend and support in-person events.

QUALIFICATIONS AND EXPERIENCE

- Advanced degree in Accounting or equivalent experience required.
- CPA licensure preferred.
- 3 or more years of experience in accounting functions and transactional systems, especially general ledger, billing, accounts payable, payroll, and expense reports. Familiarity with accrual accounting principles, general bookkeeping methods, and US GAAP research and application.
- Public Accounting experience preferred; not-for-profit accounting experience desired.
- Demonstrated experience with accounting for grants, both incoming and outgoing, highly desired.
- Demonstrated technical knowledge of general ledger and subsidiary accounting systems and experience with ABILA/MIP Fund Accounting preferred.
- Able to read and understand technical forms and financial reports.
- Prior experience supporting multiple teams.

KNOWLEDGE, SKILLS, AND ABILITIES

- Desire to work with people of diverse backgrounds, cultures, and perspectives
- Strong alignment with our organizational mission and values
- Commitment to Justice, Equity, Diversity, and Inclusion mindset and actions

- Entrepreneurial mindset and the ability to be flexible and responsive to changing priorities
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- Excellent interpersonal skills and a strong customer service orientation
- Excellent oral and written communications
- Strong critical thinking and creative problem-solving skills
- Demonstrated ability to handle multiple projects, set appropriate priorities, and meet varying deadlines. Ability to organize and set clear expectations for tasks and deliverables
- Strong project management and organizational skills
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving skills to achieve shared goals
- Demonstrated proficiency using diverse technology platforms, programs, and services, including Microsoft Office products.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around assigned workspace.
- Ability to work in open office format. Washington STEM's office design is an open format and the noise level in the work environment is typically low to moderate.
- Occasionally move up to ten pounds and rarely move up to twenty pounds.

BENEFITS AND COMPENSATION

- Health, dental, vision, Rx, short-term disability, long-term disability, and life insurance.
- Paid Time Off at an accrual rate of 6.462 hours per payroll, with accrual rate increasing with tenure
- 17 Paid holidays, including one week at end of each calendar year
- Matching 401(k)
- Flexible spending account
- Cell phone reimbursement
- Mileage reimbursement for work-related travel beyond normal commute
- Other compensation: discretionary bonuses

Compensation for this role is competitive. The salary range is \$78,901 - \$92,623 and salary will be commensurate with candidate experience. Anyone interested in the position is encouraged to apply early in the process.

HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter to hr@washingtonstem.org. Your cover letter should express your specific interest in this role and include a personal equity statement.