



Job Posting: Finance Manager – Mt. Si Senior Center – on-site – North Bend, WA

The Finance Manager is responsible for the successful financial operations of Mt. Si Senior Center (MSSC) and Snoqualmie Valley Transportation (SVT) and two low-income apartment buildings owned by MSSC (through USDA and HUD).

This position is on-site in North Bend, WA. This job requires ingenuity and a can-do, positive business professional who is willing to work hard to create solutions for the company including task-oriented work (reporting, invoicing, and assistance with some operational work) as well as strategic planning including analysis and report creation for the MSSC board of directors and others. The position has two direct reports (accounting and HR coordinator) and reports jointly to directors of MSSC and SVT.

Total Revenue: \$3.8M This position pays \$85k - \$90k DOE

This job description includes but is not limited to the following:

- Supervise accounting and HR coordinator
- Create financially sustainable working systems that benefit the organization
- Ensure bookkeeping and all reporting is accurate board and to outside agencies
- Create quantitative reports for various agencies on strict deadlines
- Create monthly quantitative and qualitative reports for directors and board of directors including executive summaries
- Work in partnership with property management firm to ensure all financial aspects are sound.
- Manage audit process professionally, maintaining great relationships with all auditing personnel
- Oversee management of selections on company 401K plan with outside plan advisor
- Research best practices and policies that impact duties of finance team and maintain compliance
- Oversee contractor performing compensation and salary surveys (every 2 – 3 years)
- Maintain licenses and permits for city, state, and federal agencies as required to do business
- Create annual fiscal year budget and provide financial information, as required, to support grant submissions
- Financial forecasting
- P&L analysis with charts and graphs
- Track and monitor grant budgets against performance
- Work with outside advisors to establish and manage investment portfolio
- Create, run and track RFP processes to find new vendors as required
- Invoicing as requested
- Run finance committee (from work plan, agenda, meetings, notes and follow-up items)

Mt. Si Senior Center – PO Box 806 – 411 Main Ave. S. North Bend, WA 98045 – (425) 888-3434 -

www.mtsiseniorcenter.org

Snoqualmie Valley Transportation – PO Box 806 – 1308 Boalch Ave. NW North Bend, WA 98045 – (425) 888-7001 –

www.SVTBus.org

- Communicate important topics to employees, when directed, that are clear and easy to understand
- Oversee communications originating from hr/accounting, checking for accuracy, style and clarity

Experience Required:

- Minimum 5 years of experience as a full-charge bookkeeper.
- Bachelor's degree in accounting, finance, or related field and four years of progressive non-profit work experience preferred; or an equivalent combination of education and experience which provides the necessary knowledge, skills and abilities sufficient to successfully perform the essential duties of the position.
- Understands nonprofits and accrual-based accounting
- QuickBooks Online expert
- Paychex or ADT experience – this will not be a duty but understanding of payroll is important.
- Proven ability to perform accurate work on or prior to deadlines.
- 401(k) systems
- Knowledge and experience working with quarterly and year end taxes with W-2's and all associated reporting
- Understanding of Dept. of Revenue systems
- Knows how to work within the ESD/SUI systems as well as L&I systems
- Ability to reconcile financials out of different systems
- Knows and understands how to follow all Nonprofit GAAP
- Experience setting up a chart of accounts to conform with grants
- Complex audit oversight
- How to manage to policy
- Experience dealing with confidential information
- Knowledge of the overall process involved with annual benefits comparisons
- Great written and verbal communication skills in English
- Visual presentation skills including dynamic PowerPoint presentations
- Experience working with Word, Excel, and Outlook
- Must be able to sit for long periods of time, type and speak on the phone and in person
- Ability to complete training related to nonprofit accounting
- Ability to complete training related to fair housing, HUD, and USDA Affordable housing within 90 days of hire