



TITLE: Finance & Administration Director

Overview:

The Washington State Association of Counties (WSAC) is a private not-for-profit corporation that provides legislative advocacy, education and training, business programs and professional services for elected and appointed officials in Washington State's 39 Counties.

The Finance and Administration Director has primary responsibility for WSAC finance and business administration functions. The Finance and Administration Director is an Executive Level position that participates on the Association's leadership team and oversees the daily management of financial services. In this capacity and in collaboration with the Executive Director, the Finance and Administration Director plays a key role in monitoring and reporting on WSAC's fiscal programs, developing fiscal policy and administering employment and human resources policies. The Finance Director also oversees the daily financial management and reporting for three affiliate 501© organizations as well as the Washington Counties Building partnership. The Finance Director reports directly to the Executive Director.

Responsibilities:

- Manage all WSAC finance and accounting operations, including accounting transactions, banking, investing, financial analysis, reporting and planning, budgetary control, and payroll.
- Establish and maintain accounting practices, controls and reporting to ensure accurate and reliable financial data.
- Monitor, control, and protect WSAC assets, including cash and receivables, abiding by the Board of Director's Investment Policy.
- Work with the Executive Director in the development of fiscal policy, short- and long-term financial plans, including budgets, cash flow projections, financial reports, and capital acquisition plans.
- Work with management and key Association members to develop the annual budget. Ensure that the budget is aligned with the business development and policy goals of the association.
- Provide quarterly budget and program performance reports and analysis to the Executive Director and Board of Directors.
- Provide ongoing direct supervision and support of the WSAC fiscal staff.
- Provide staff support to the Board of Directors Audit, Investment and Finance Committee.
- Identify opportunities to streamline processes and create efficiencies that benefit the overall financial health of WSAC.
- Support WSAC programs and projects through reports and budget analysis and planning.
- Ensure WSAC tax returns and other government reports are filed and paid in a timely manner.
- Ensure payroll and tax deposits are paid correctly and on time.
- Provide all information and reports requested by independent auditors for completion of the biennial audit report.
- Ensure completion of all fiscal aspects of the annual Federal Form 990.
- Ensure payables and receivables are entered correctly into the Sage (MIP) Fund Accounting program.
- Work with the Executive Director to administer and manage employment and human resources policies.
- Provide WSAC staff support for financial administration of participating affiliates.
- Perform other related duties as assigned by management.

**Desired Qualifications:**

- 7+ years of experience in accounting and financial management; 2-3 years fund accounting and/or not-for-profit background strongly preferred.
- An undergraduate degree in Accounting, Finance or related field.
- CPA Certification preferred.
- Strong analytical skills.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and experience with audit requirements and procedures for non-profits.
- Proficiency using applicable accounting software (Abila MIP Fund Accounting) as well as MS Office, including Word, Excel and Outlook.
- Highest level of confidentiality.
- Demonstrated excellence in written and verbal communication skills.
- Must be highly organized with superior attention to details.
- Decision-making skills and the ability to work collaboratively with team members.
- Demonstrated ability to manage staff effectively.
- Commitment to work with diverse groups and organizations.
- Ability to work independently and in teams

Salary and Employment Information

The salary range for this position is \$96,000 - \$113,000 and will be directly dependent on successful applicant's qualifications and experience. The Washington State Association of Counties also offers an excellent employee benefits package including 11 paid holidays, 100% employer paid full-family medical, dental, vision, a health reimbursement account, and generous 401k contributions.

All WSAC employees are at will.

To Apply

Individuals interested in applying for this position ***shall electronically submit a PDF of your resume*** to Karlyn Shannon, Director of Finance and Administration, Washington State Association of Counties ***by close of business, February 22, 2019.***