



DIRECTOR OF FINANCE & ADMINISTRATION

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 to elected and appointed officials in Washington State's 39 Counties.

Position Overview

The Director of Finance & Administration is a strategic thinker and hands-on contributor in all facets of the organization. The Director understands the needs of each department, contract, and affiliate to create a dynamic system of support and leveraging. The Director will support the financial day-to-day functions and needs of WSAC and have an additional responsibility for full management of the finances for the Washington State Association of Local Public Health Officials (WSALPHO), Washington State Association of County Engineers (WSACE), Washington Counties Building, and other affiliates as needed.

The Director of Finance & Administration reports directly to the Executive Director. This position is responsible for ensuring professional, timely and excellent customer service is provided internally and externally by processing, organizing, and delivering financial and administrative services.

This position is Exempt and has supervisory responsibilities.

Responsibilities

Financial

Manage all WSAC finance and accounting operations, including accounting transactions, banking, investing, financial analysis, reporting and planning, budgetary control, and payroll.

- Process monthly payroll, tax and benefits reporting and payments, and quarterly filings.
- Complete annual W-2 and W-3 tax filings.
- Administer retirement and insurance programs
- Oversee large volumes of accounts receivable invoices for membership dues. Ensure accurate reporting of account balances and timely collections for outstanding receipts.
- Review and approve all A/P and A/R transactions. Including billables between affiliates and WSAC.
- Authorize timely and accurate payments to vendors. Responsible for reviewing and approving detail coding and tracking according to budget standards.

- Compile data to generate accurate and timely 1099 filing.
- Manage credit card payments and refunds, process transfers to bank account
- Process reconciliations and correcting journal entries.
- 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.
- Monitor and analyze monthly operating results against budget, prepare quarterly financial statements and related reports for the Board.
- Compile data and reports for accurate PDC filing.
- Prepare reconciliations and reports for the annual financial audit. Work with auditors and responds to all audit requests and inquiries.
- Compile supporting documentation and ensure completion for the Federal Form 990 tax filing.
- Manage fixed asset tracking, reporting and maintenance.
- Correspond with financial institutes, vendors and customers to support and address issues.
- Develop, implement, and maintain financial controls, policies, and procedures
- Ensure compliance with recognized accounting standards and local, state and federal requirements
- Manage banking activities, investments, and authorizations. Provide support to the Board of Directors Audit, Investment and Finance Committee

WSALPHO/WSACE additional support

- Assist in budget development and tracking of budget status through analysis and forecasting
- Prepare financial reports-Statement of Financial Position, Statement of Revenues and Expenditures, and other reports as needed
- Reconcile accounts and prepare journal entries
- Work with auditors to provide financial data needed for annual 990 filing
- Manage non-profit filing through the Secretary of State
- Oversee banking and tracks cash balances to ensure optimal levels for cash flow and interest earnings. Manage bank reconciliations.
- Support contracts and agreements with state agencies
- Work with the Managing Directors in the development of fiscal policy, short- and long-term financial plans

Administration

- Negotiate and manage contracts and agreements with vendors and contractors
- Review business insurance policies and renewals and other risk management needs
- Record keeping and archiving management
- Fixed asset tracking and reporting

Human Resources

- Work with the Executive Director to administer and manage employment and human resources policies
- Administer 401k retirement program, working with third parties to manage investment portfolio and completing required compliance reports
- Coordinate health and wellness insurance products and services. Works with insurance company to review plan options and complete required forms.
- Manage all personnel documents and files. Ensure all forms are complete and recorded.
- Oversee recruitment efforts, review and update job descriptions and pay scales, onboard new employees

Our Ideal Candidate

The Director of Finance & Administration has the aptitude and desire to handle all levels of the financial process. They will be extremely detail-oriented and have the knowledge of financial principles in order to organize and manage finances for several organizations. The Director is driven to provide excellent customer service. Has innate abilities to organize, analyze, and create systems to optimize efficiency. Strong written and verbal communication skills. Savvy with technology and able to troubleshoot and think quickly to solve problems. High ethical values to be a key player in financial activities and work independently. A service-driven mentality to support the cause of our non-profit mission. Proven experience to match the responsibilities.

Desired Qualifications and Demonstrated Abilities

- Seven or more years of experience in accounting and financial management, including experience in non-profit or fund accounting
- Accounting experience must include full-charge A/P and A/R processing.
- Five or more years of budgeting, financial statement preparation, and year-end reconciliations
- Experience preparing for and managing the process for annual tax filings of a non-profit.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and experience with audit requirements and procedures for non-profits.
- Training and experience in automated accounting software, experience with MIP Fund Accounting preferred.
- Five or more years of professional-related experience supporting administration and human resources OR any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Positive, professional, and inherent capacity to be a team player with a small, but highly effective and respected organization.
- Ability to problem solve, manage competing deadlines, and work independently.
- Proactive in reviewing and enhancing systems and tools, staying informed and ahead of upcoming issues.
- Excellent computer and technical skills. Must be able to work with Microsoft Office

applications and be a resource for others. Must have advanced levels of Microsoft Excel ability.

- Exceptional attention to detail, quality, and accuracy. Highly analytical with the aptitude to recognize deviations and implement corrections.

Salary and Employment Information

The salary range for this position is \$125,000 - \$167,000 (\$10,416-\$13,916 monthly) and will directly depend on the successful applicant's qualifications and experience. The

WSAC offers an excellent employee benefits package, including:

- 12 paid holidays (8 federal and 4 floating)
- 100% employer-paid medical employee and full family, dental, vision,
- Life and Long-Term Disability Insurance
- Health reimbursement account through HRA VEBA
- Generous 401k contributions, up to 9.5%
- Employee Assistance Program
- Wellness activities and incentives
- Vacation & Sick Leave
- Family & Bereavement Leave
- Covered Paid Family & Medical Leave tax premiums
- WSAC is also a qualifying employer for the Federal Public Service Loan Forgiveness Program.

All WSAC employees are at will.

To Apply

Individuals interested in applying for this position shall electronically submit a letter of interest and resume to Derek Young, Executive Director, Washington State Association of Counties, recruiting@wsac.org. The application period will remain open until a candidate is hired. Rolling interviews are tentatively scheduled to start on October 31st, 2025.