



POSITION ANNOUNCEMENT

**Title:** Senior Accountant

**Job Location:** 424 S. 2nd Ave., Okanogan, WA 98840

**Description:** Okanogan County Community Action Council is seeking a motivated individual to fill our Senior Accountant position. The Senior Accountant will work closely with other members of the Finance Department team.

This position will adhere to all accounting standards and requirements pertaining to fiscal transactions, ledgers, and files. This position provides back-up for the agency's payroll, accounts receivable, and accounts payable functions and will be familiar with OMB Uniform Guidelines relating to Cost Allocation principles. The Senior Accountant will provide primary accounting functions for all grant awards, from the award to final closing.

OCCAC is a local non-profit agency comprised of a volunteer board and paid staff members who help clients throughout Okanogan County with various social service needs. Okanogan County Community Action Council's mission is to lead a revolt on poverty through education, empowerment, and engagement.

**Wages and Benefits:** The starting range is \$32.90 to \$34.91 per hour as a non-exempt employee. The salary range is \$32.90 - \$41.68 per hour. Wage is based on knowledge, skills, and experience. Employees are eligible for the agency benefits package which includes medical, dental, group and voluntary life insurance/AD&D, a simple IRA plan, Health Savings Account, 11 paid holidays per year, and vacation/sick leave.

**How to Apply:** Visit our website at [www.occac.com](http://www.occac.com) to view the job opening. **Interested applicants must submit a cover letter & resume, and OCCAC application to:** Okanogan County Community Action Council, Attn: HR, P.O. Box 1067, Okanogan, WA 98840, or [hr@occac.com](mailto:hr@occac.com).

**Application Deadline:** First review January 10, 2025. This position is open until filled.

*Okanogan County Community Action Council is an equal opportunity employer.*

|   |   |                        |
|---|---|------------------------|
| Position Title  | Department  | Reports To             |
| Senior Accountant   | Admin/Finance   | Admin/Finance Director |
| Employment Status   | FLSA Status   | Effective Date         |
| <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time (40 hours)<br><input type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt | 1/1/2025               |

## Position Summary

The Senior Accountant will be a member of the Administrative/Finance team to provide effective and efficient support to the agency. This position will adhere to all accounting standards and requirements pertaining to fiscal transactions, ledgers, and files. This position provides back-up for the agency's payroll, accounts receivable, and accounts payable functions and will be familiar with OMB Uniform Guidelines relating to Cost Allocation principles. The Senior Accountant will provide primary accounting functions for all grant awards, from the award to final closing. This position will provide back-up to the admin and finance team, Administration and Finance Director, and Executive Director.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

### Key Responsibilities

#### **Financial Recordkeeping:**

- Prepare, review, and maintain accurate financial records, including general ledger entries, accounts payable, accounts receivable, payroll, and bank reconciliations.
- Process donations, grants, and other revenue transactions accurately.
- Ensure proper documentation for all financial transactions and ensure compliance with accounting standards.

#### **Financial Reporting:**

- Assist in the preparation of monthly, quarterly, and annual financial statements.
- Prepare financial reports for management, the board of directors, and funding agencies.
- Track and report on the budget and actual performance, highlighting any significant variances.
- Ensure that financial reports are timely, accurate, and comply with donor restrictions and grant requirements.

#### **Budgeting and Forecasting:**

- Assist in the preparation and monitoring of annual budgets.
- Track expenses, revenue, and fund balances to ensure the organization stays within budget.

- Provide financial analysis and forecasts to help management make informed decisions.

### **Grant Management:**

- Ensure that funds are used in accordance with grant requirements.
- Assist with financial reporting related to grants and ensure compliance with funder guidelines.
- Prepare documentation for audits and reports required by grantors.

### **Audit and Compliance:**

- Assist in preparing for internal and external audits.
- Ensure compliance with all relevant local, state, and federal regulations and tax laws affecting non-profits.
- Prepare necessary documentation for tax filings and other regulatory requirements.

### **Internal Controls:**

- Maintain and enforce internal controls to safeguard the organization's assets.
- Identify areas for process improvement and assist in the development of procedures for enhanced efficiency.

### **Collaboration & Communication:**

- Collaborate with other departments to ensure accurate and timely financial data.
- Provide financial guidance and support to staff and stakeholders as needed.
- Responsible for their Area of Responsibilities Matrix on file.
- Miscellaneous projects as assigned by the Executive Director and Administration & Finance Director.

## **Minimum Qualifications (Knowledge, Skills, and Abilities)**

**Education:** Bachelor's degree in Accounting, Finance, or related field.

### **Experience:**

Non-profit accounting: 3 years (Preferred)

MIP Abilia: 2 years (Preferred)

Indirect Cost Rates: 2 years (Preferred)

Senior Accounting: 5 years (Required)

General ledger accounting: 5 years (Required)

Leadership: 5 years (Required)

Advanced Excel: 5 years (Required)

Accounts Payable: 5 years (Required)

Financial Report Writing: 5 years (Required)

Payroll Management: 5 years (Required)  
Balance sheet reconciliation: 5 years (Required)

**Preferred Knowledge:** Familiarity with non-profit financial reporting, including grants and restricted funds. Firm understanding of technology and comfortable navigating and learning new systems. Experience with MIP Fund Accounting. Working knowledge of the OMB Circular 200.

**Skills:** Proficiency in Microsoft Word, Excel, and Outlook, and time-tracking and purchasing software. Strong attention to detail and organizational skills. Ability to work independently, prioritize tasks, and meet deadlines. Excellent communication skills, both written and verbal.

**Abilities:** Work collaboratively in a team setting. Communicate verbally and in writing. Highly organized. Handle sensitive, confidential information. Excellent time management. Problem solving. Analyze issues. Ability to be proactive and take initiative. Provide open-door policy. Work in a paperless environment. Excellent attention to detail and accuracy while maintaining a high level of production. Provide outstanding customer service. A sound decision maker and natural problem solver with demonstrated critical thinking and collaboration skills. Provide leadership to co-workers.

- Willingness & ability to travel on agency business
- Valid Washington Auto Insurance coverage
- Valid Washington State driver's license with acceptable driving record

## **Physical Demands:**

*Sitting:* Administrative staff typically spend a significant amount of time sitting at a desk or workstation to perform their duties.

*Computer Use:* Regular use of computer systems and office equipment is common, requiring proficiency in typing, data entry, and use of software applications.

*Phone Communication:* Handling phone calls and possibly prolonged periods of talking on the phone.

*Filing and Organization:* Occasionally involves lifting or carrying files or boxes of documents, though typically not heavy lifting.

## **Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

*Office Setting:* Administrative staff usually work indoors in a climate-controlled office environment.

*Noise Levels:* The office environment can vary in noise levels, ranging from quiet work areas to more active and interactive settings.

*Collaboration:* Interaction with colleagues, supervisors, and occasionally clients or visitors is typical, requiring good interpersonal and communication skills.

*Work Hours:* Generally, follow standard office hours, though occasional overtime or flexibility may be required depending on the organization's needs.

## **Additional Considerations:**

*Ergonomics:* Awareness of ergonomic practices for desk setup and posture to minimize strain or injury.

*Multitasking:* Ability to manage multiple tasks and priorities efficiently in a fast-paced environment.

*Confidentiality:* Often required to handle sensitive information and maintain confidentiality.

*Professionalism:* Maintaining a professional demeanor and appearance is usually expected.

## **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

### **OCCAC Values**

#### **Integrity**

- We treat the community members we serve with humanity, compassion, and excellent customer service no matter the circumstances they are facing.
- We do what we say we will do. Promises made, promises kept.
- We actively cultivate an environment of trust and honesty.
- We are dependable, knowledgeable, and honest in our daily work.

#### **Accountability**

- We do our work with high quality and transparency.
- We are flexible and adaptable to meeting community needs.
- We actively listen and are open to feedback and improvement.
- We take responsibility for our mistakes and learn from them.

#### **Advocacy**

- We ensure that the people and communities most affected by poverty are visibly leading our work.

- Our diverse community is represented in our staff and the services we provide.
- We help navigate and fight against bureaucracy and systems that are inequitable and keep people in poverty.

### **Community**

- We pitch in when there is a need for our community, clients, and coworkers, to support their success.
- We actively listen to our community members, so they feel heard and have a voice.
- We have empathy for people in need and help them catch a break. Everyone deserves a chance.
- We work closely with partner organizations to strengthen our impact.
- We welcome energetic conversations across diverse perspectives and challenge each other respectfully by focusing on the idea and not the person.
- We uplift each other and make each other laugh

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.