

Alternatives to Violence of the Palouse (ATVP) Position Opening Accounting Manager, ¾ Time, Non-Exempt Position Open: 1/16/21 until filled

ATVP is a not for profit organization that serves both Whitman County, Washington and Latah County, Idaho, offering supportive services to victims and survivors of crime and related community outreach and education.

Roles and Responsibilities of the Accounting Manager Alternatives to Violence of the Palouse is seeking an empowered, positive, reliable and self-motivated individual to join our team as the Accounting Manager. The Accounting Manager influences social change by understanding that a budget is a moral document, ensuring fiscal integrity, and managing all financial operations for the organization.

The Accounting Manager will manage the organization's fiscal operations, including oversight of accounts payable and receivable, budgeting, production of financial statements and reports, and advisement of the Executive Director on financial decision, with the support of administrative staff. The Accounting Manager is responsible for monitoring and maintaining internal controls, while overseeing financial systems and related compliance requirements.

Core Competencies

- B.S. in Accounting or equivalent; 5+ years related experience.
- Proficiency with QB Accounting Software or capacity to learn.
- Experience in developing and maintaining organizational and project budgets of state and federal grants.
- Firm foundation in accounting principles and financial reporting standards.
- Experience in forecasting and budget creation.
- Knowledge of federal fiscal requirements and OMB Uniform Guidance. See also https://www.ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf
- Strong understanding of payroll and payroll taxes.
- Strong analytical and problem-solving skills.
- Proficiency in Excel, Word and Outlook required.
- Must be able to work independently as well as within a team.
- Excellent organizational skill with attention to detail required.
- Education or experience in employee benefits, insurance, and 401(k) plan regulations and administration.
- Financial oversight of subcontracts.

Essential Job Functions

- Direct the day-to-day accounting operations including oversight of accounts payable and receivable, and maintenance of the general ledger
- Back up to Office Manager in processing payroll when necessary.
- Manage organizational cash flow and forecasting
- Develop and oversee accounting policies and procedures to ensure compliance with federal, grant, state grant, and foundation regulations in collaboration with the Executive Director.
- Maintain files for all grants which include award documents, budgets, all reports, and correspondence with funder(s).
- Perform draw downs on grants and submit quarterly financial reports for all grants.
- Financial liaison to the Board of Directors, including preparing quarterly financial reports (balance, expenditure to budget comparison) and working with the Executive Director and Board Treasurer.
- Oversee audit and tax functions, coordinate activities with outside audit/accounting firm.
- Remain up to date on best practices in nonprofit finance, business systems, internal control measures, and state and federal grant guidelines.
- Support in the development of grant applications and related documents (required reports, budgets, specific inquiries, etc.) for the purpose of submitting to the appropriate funding agency
- Oversees and prepares quarterly financial reports for all state and federal grants working with internal employees and external managers/administrators.
- Mentors internal employees on financial grant procedures and grant coding and allocation in compliance with state and federal grants.
- Assists with other duties as requested by the Executive Director.
- Physical requirements; approximately 90% of time is spent sitting at desk or workstation; approximately 10% of time is spent standing, walking, bending, kneeling and lifting and occasionally lifts 25 pounds.
- The position is housed in an open office space that requires sharing office space with other staff members.

Location, Pullman, WA

Compensation: Commensurate with experience. Benefits include medical, dental, vision, and life insurance. Employee Assistance Program. Flexible hours; generous paid vacation and sick leave.

Position: [Accounting Manager](#)
Reports to: Executive Director
Terms: Non-exempt. 3/4 time (30 hours per week). Some evenings and weekends are required when deadlines dictate.
Starting Rate: \$22 - \$30 DOE
Benes: Paid holidays, vacation and sick. Employee Assistant Program available. Medical, dental, life and vision benefits.
Location: Primary office position is in Pullman.
Start Date: Immediate

Application: To apply for the position, please email:

1. Cover Letter.
2. Chronological work/education experience resume.
 - a. Outline job duties and identify whether the position was paid employment or volunteer experience.
 - b. Hours worked
 - c. Reason for leaving each position.

Alternatives to Violence of the Palouse to Exec.director@atvp.org. In the subject line of the email type Application for Accounting Manager. No phone calls please. Interviews to begin immediately.

Alternatives to Violence of the Palouse is an equal opportunity employer. We highly value each of our staff member's unique life experiences and encourage people of all backgrounds to apply.