

Finance Manager – Senior Services for South Sound

Opening Date: October 8th, 2021
Closing Date: Continuous – initial review begins October 2021
Salary: Step 4 of internal salary schedule with hourly range of \$20.40 to \$32.64
Job Type: Normal, Exempt, Full-time
Location: Thurston County, Olympia, WA



Senior Services for South Sound (SSSS) is looking for a **Finance Manager** who is passionate about our mission of improving the quality of life for people as they age. We seek a leader who serves with compassion, kindness and profound dedication to the principles of nonprofit excellence.

The ideal candidate has a deep understanding of nonprofit accounting to inform management decisions. High standards of professional conduct and reliability are expected. We seek a candidate with excellent technical, communication and staff supervision skills.

Key Outcomes of the Finance Manager

The Finance Manager will:

- Lead financial management of organization to properly inform management decisions.
- Using Quickbooks, prepares and maintains budget vs. actual data, monthly financial statements and other management reports.
- Works closely with Executive Director, members of the Senior Management Team and the Board Finance Committee to provide accurate financial information and answer questions.
- Prepares and maintains payroll, including maintaining benefits package, and advises employees about their benefits.
- Maintains and prepares accounts receivable/payable and deposits.
- Hire, train, and supervise the Fiscal Assistant.
- Prepares and oversees contract fiscal reports to federal, state, county, city and other funding entities, maintains contract records, tracking, billing and payment.
- Creates and maintains strong working relationships with internal and external partners.

Required:

Applicants who possess the following qualifications *may* be referred to the hiring manager:

- Three years' experience in governmental, business or nonprofit accounting.
- Demonstrable knowledge of HR principles and employee management best practices.
- Demonstrable knowledge of producing accurate financial reports.
- Demonstrable knowledge of accounting software and standard accounting office equipment.

Desired:

Applicants who also possess the following *may* receive additional consideration by the hiring manager:

- Bachelor's Degree in Finance/Accounting.
- Experience with Quickbooks.
- More than three years of high-level financial management with budgeting, monthly reporting and contract management.
- Experience with employee management.
- Bi-lingual or multi-lingual.

Please note:

The hiring authority may make a hiring decision at any time. Initial screening will begin October 2021. It is to the applicants' advantage to submit materials as soon as possible.

Working Environment and Conditions:

Duties performed in an office setting. Employee will operate a computer and standard office equipment, such as telephones and copy machines. Employee uses job specific software (including Quickbooks, Microsoft Office products and Google Suite) as required to perform essential functions.

Some travel to attend meetings and training sessions is required.

Why work at SSSS?

We are a highly mission driven organization filled with caring, thoughtful people who have a lot of fun and a lot of heart. We focus on our commitment to great service to seniors and improving their quality of life whether they are already struggling or thriving. We are a diverse organization that values integrity, inclusion, respect, results and service excellence. And we have a positive culture where employees are engaged, empowered, and appreciated.

Find out what our own employees have to say about SSSS culture!

How to Apply:

Applicants should apply by sending their **letter of interest, resume and three references** to the attention of Hiring Manager at jobs@southsoundseniors.org. Questions can also be sent to this email address.

Special Notice:

Vaccination is required of all employees as we serve seniors. Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

The candidate pool certified from this recruitment may be used to fill future similar vacancies for up to six months.

Senior Services for South Sound (SSSS) is an equal opportunity employer and does not discriminate on the basis of age, sex (including gender identity), marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Contact Us:

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