

CHOICE

Job description

Title: Accounting Manager

Reports to: Chief Operations Officer

FLSA status: Exempt

FTE status: 1.0 FTE

Hours: 8 a.m. – 5 p.m., Monday through Friday

Location: Olympia, WA

Salary: \$88,000 to \$115,000



Who we are

[CHOICE](#) is a nonprofit organization dedicated to improving community health in central western Washington. To do this, we facilitate partnerships, collective planning, and collaboration with Tribal nations, local healthcare leaders, and community partners, and provide funding and support for regional health improvement programs and services.

At CHOICE, we value teamwork, integrity, accountability, preparedness, clear communication, innovation, and a healthy work environment. Our values guide our work and serve as the foundation for how we engage, partner, and support the communities across our region.

The opportunity

We are currently seeking an experienced financial professional to provide strategic support and guidance across our organization's day-to-day financial operations and accounting systems. As the Accounting Manager, you will be joining a dynamic and highly collaborative team that engages state, regional, and Tribal partners with the collective goal of improving health access, awareness, and quality of care across our region.

In this role, you will be responsible for all financial analyses and planning, including financial statements, budgets, long-term forecasts and trends, financial models, and key performance measures. You will also prepare and interpret management reports for investments and program contributions, develop and strengthen internal accounting policies and procedures, and manage audit preparation and support.

Major duties

Finance

- Assist in the development of strategies to achieve sound financial practices
- Manage the annual audit process.
- Monitor, report, and reconcile all financial accounts.
- Oversee and report expenditures versus budgets on a monthly basis.
- Ensure completion of records of financial transactions for the agency.
- Prepare monthly, quarterly and annual financial statements and reports.
- Assist in the preparation of annual budget and engage with management team in budget-related discussions.
- Submit reports as required with state and federal agencies, and grantors, in a timely manner.
- Knowledge of preparation and completion of semi-monthly payroll, including payroll tax filing and W2 processing.
- Generate bi-weekly check runs.
- Ensure accurate preparation of Accounts Receivable and Accounts Payable transactions.
- Assist in presentations to the Finance Committee of the Board of Directors.
- Other duties as assigned.

Grant and contract management

- Provide financial advice and support to program managers during grant and contract development process.
- Oversee financial grant and contract management, including filing, reporting and contract queries.
- Maintain active grant and contract files.

Preferred qualifications

- **Education:** Bachelor's degree or higher in accounting or related field. CPA preferred. Comparable education in a similar field will also be considered.
- **Preferred work experience:** At least five years of progressively responsible experience in financial management, preferably in a small business or nonprofit environment. Prior experience working in payroll software. Knowledge of federal, state and private grant tracking and reporting procedures.

Competencies

- **Leadership:** Serves as a role model for supervising staff; leads with cultural competency, humility, respect, and emotional intelligence; promotes a work environment and team culture that fosters engagement, trust, and inspiration.
- **Equity-focused:** Comfortable actively listening, learning, and engaging conversation about power, oppression, justice, and thriving. Works hard to integrate the organization's understanding of equity into sense-making processes and implementation of key strategies and initiatives.
- **Relationship-driven:** Develops, maintains, and strengthens internal and external relationships across staff, stakeholders, and community partners, including with those who have been historically excluded and underserved.
- **Dependability:** Demonstrate responsive and responsible behavior in a fast-paced setting.
- **Teamwork:** Work effectively, proactively, and collaboratively with program staff, stakeholders, and other state and regional partners.
- **Oral and written communication:** Ability to write and convey messages clearly. Communication approaches are culturally and linguistically appropriate for targeted and diverse audiences. Models and creates a culture that values listening, curiosity, and candid conversation.
- **Computer skills:** Proficient in core productivity software, including Microsoft Office, with a proven ability to learn new applications.

Benefits

Salary range

\$88,000 to \$115,000

Benefits

Paid time off (PTO) with medical, dental, and vision benefits, including employer-funded HSA, and retirement plan with employer match.

Equal opportunity

CHOICE provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

CHOICE expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

How to apply

Please email your resume and cover letter to hr@crhn.org with the subject line “Application for Accounting Manager”