



NOW HIRING AN ACCOUNTING MANAGER

Cover Letter & Resume Requested by February 5, 2025

Thurston Economic Development Council (EDC) is a private nonprofit dedicated to building a strong, sustainable economy in Thurston County. We support local businesses, attract new investments, and collaborate with community partners to enhance prosperity.

We're also home to the Center for Business & Innovation (CBI), which supports businesses at every stage, from startup to expansion. Our team thrives in a dynamic, collaborative environment where creativity fuels economic growth. We provide entrepreneurs with training and resources, equipping them to build successful businesses that strengthen our region.

THE ROLE

We're looking for an experienced Accounting Manager to oversee our financial operations. You'll ensure accurate and timely financial reporting, manage accounts payable and receivable, support compliance with financial policies and regulations, oversee the Financial Assistant, and report to the Deputy Director. This role requires a strategic thinker who can provide leadership in financial planning and mentorship to staff. Knowledge and experience in grant reporting and financial tracking is strongly desired.

KEY RESPONSIBILITIES

- Maintain accurate financial records and prepare reports for leadership.
- Provide financial tools and insights to help guide organizational decision-making.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) and federal funding regulations (2 CFR 200).
- Support program staff with financial guidance and mentorship.
- Offer financial forecasts to help leadership make strategic decisions.

WHAT YOU'LL DO

- Manage financial operations for two affiliated nonprofits (EDC and CBI) using QuickBooks and accrual-based accounting.
- Prepare monthly financial statements and reports, presenting findings to leadership.
- Assist in preparing and managing the budgets, ensuring alignment with organizational goals.
- Oversee accounts payable and receivable, ensuring proper classification of transactions.
- Process payroll via Paylocity, ensuring accurate tax filings and employee records.
- Handle cash management, bank reconciliations, and financial forecasting.
- Monitor and report on grants and contracts, ensuring compliance with reporting and billing requirements.
- Manage service contracts and oversee procurement processes.

WHAT WE'RE LOOKING FOR

- 5+ years of accounting experience.
- Bachelor's degree in accounting preferred; or equivalent experience and education.
- Advanced QuickBooks and Excel skills.
- Experience in payroll, government contracts, and multi-budget tracking.
- Strong organizational skills and attention to detail.
- Ability to manage multiple projects in a deadline-driven environment.
- Professional, team-oriented, and customer service-focused approach.
- Problem solver who takes initiative and is highly accountable.

SALARY & BENEFITS

- Full time, overtime exempt position with an annual salary of \$80,000-90,000.
- Potential for a hybrid work arrangement combining both in-office and remote work.
- Comprehensive health and wellness programs.
- Professional development opportunities.
- Paid vacation and eleven paid holidays.
- IRA matching contribution.
- Collaborative and inclusive work environment.

HOW TO APPLY

Send your cover letter and resume to mhemmen@thurstonedc.com by February 5, 2025.

EQUAL OPPORTUNITY EMPLOYER

We welcome all qualified applicants regardless of race, gender, age, disability, veteran status, or any other protected category.