



NOW HIRING AN ACCOUNTING MANAGER

Cover Letter & Resume Requested by March 11, 2026

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 (CB&I), 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 CB&I Director. This role requires a strategic thinker who can provide leadership in financial planning across multiple programs. 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).
- Serves as the primary point person to external auditors for the organization's annual financial statement audit and single audit.
- Support program staff with financial guidance and budgets.
- Provides financial forecasts to help leadership make strategic decisions.

WHAT YOU'LL DO

- Manage financial operations for two affiliated nonprofits (EDC and CB&I) 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 grant and contract budgets, including tracking, reporting, invoicing, and ensure compliance with all reporting and billing requirements.
- Assists with the management of service contracts and oversees 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.
- Role requires working in person at our Lacey, WA office.

SALARY & BENEFITS

- Full time, hourly non-exempt position with a pay range of \$33.65 - 38.46 per hour (equivalent to approximately \$70,000 - 80,000 annually, based on 40 hours per week, 52 weeks per year).
- Comprehensive benefit program.
- Paid vacation and eleven paid holidays.
- Simple IRA matching contribution.
- Collaborative and inclusive work environment.

HOW TO APPLY

Send your cover letter and resume to mhemmen@thurstonedc.com by March 11, 2026.

EQUAL OPPORTUNITY EMPLOYER

The EDC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, sex, pregnancy, marital status, sexual orientation, gender identity or expression, age, disability, veteran or military status, or any other protected status under applicable federal, state, or local law.