



Hood Canal Coordinating Council

Jefferson, Kitsap & Mason Counties; Port Gamble S'Klallam & Skokomish Tribes

JOB VACANCY ANNOUNCEMENT

Posted: May 21, 2020

Position: Accountant

This position offers benefits, teleworking and a flexible schedule.

Position Overview--This is a regular, part-time, hourly (25 hours per week) position with possibility of working additional hours during peak periods, reporting to the Executive Director. Works independently to establish financial policies, procedures, controls and reporting systems to ensure accurate, timely financial statements. Ensures legal and regulatory compliance for all accounting and financial reporting functions. Oversees cost and general accounting, accounts receivable/collection, accounts payable, payroll and risk management.

HCCC Background--The Hood Canal Coordinating Council (HCCC) was established in 1985 as a watershed-based council of governments. It consists of the five governments in the Hood Canal watershed: Jefferson, Kitsap and Mason Counties and the Port Gamble S'Klallam and Skokomish tribes. HCCC is a Washington State non-profit public benefit corporation with 501(c)(3) status and registered as a Charitable Organization. For more information about HCCC's mission, vision and values visit www.hccc.wa.gov.

Essential Duties and Responsibilities

The Accountant will assume the tasks below:

- Oversee all aspects of financial, program and grants accounting.
- Develop, analyze, and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP) and 2 CFR 200.
- Prepare monthly, quarterly and annual financial statements.
- Communicate, present, and respond to inquiries from the Executive Director, the board of directors, finance committee, funders and staff.
- Assist in the production of public records requests related to finances and financial records.
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures and ensure statutory requirements of the organization are met, such as withholding payments, business and occupation taxes, and use taxes.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Oversee the cash management function, including banking relationships.

- Manage the payroll function, timesheets and track leave to ensure employees are paid accurately and timely.
- Develop and implement policies and procedures to ensure financial information is secure and stored in compliance with current legislation.
- Work with external auditors to respond, review and analyze results and recommend for approval the audited financial statements, and assess any changes.
- Lead annual budgeting and planning process in conjunction with the Executive Director.
- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized.
- Protect assets by establishing, monitoring and enforcing internal controls.
- Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements; and make recommendations.
- Ensure compliance with federal, state and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports; advise the Executive Director of actions and potential risks.

Qualifications

Education and Experience

- Associate's degree; Bachelor's preferred, with an emphasis in Accounting or Finance, or equivalent training and experience.
- Requires at least three years of experience or a combination of education and/or training and/or experience, which provides an equivalent background required to perform the work.
- Experience with business tax returns, payroll processing and tax preparation, bookkeeping, accrual accounting, grants, third-party reimbursements, accounts payables/receivables and general ledger.
- Experience working in a not for profit organization and/or Governmental Accounting Standards Board (GASB) preferred.

Knowledge and Abilities

The ideal candidate will possess the following:

- The Accountant may eventually be responsible for converting from a not for profit to a Washington State Budgeting, Accounting and Reporting System (BARS) and will possess the capability to learn the BARS system in accordance with Governmental Accounting Standards Board (GASB) criteria.
- Ability to analyze and interpret common technical journals and financial reports.
- Knowledge and understanding of policies and procedures and their application.
- Proficiency with Microsoft Suite of Office products, Fund accounting software, and Intuit (or similar) payroll system.
- Excellent communication skills including the ability to clearly communicate financial reporting/procedures to both technical and lay audiences.

Working Conditions--The HCCC is an equal opportunity employer. We do not discriminate in employment opportunities or practices. Initially, the Accountant will telework. Eventually, most of the work will be performed in an office environment at 17791 Fjord Drive NE, Suite 118, Poulsbo, WA where the records are maintained. Occasionally some meetings and training may occur in other locations. The position involves sitting for long periods of time in an office environment. Essential tasks require typing/keyboard skills, reading and speaking. Lifting and carrying of records or other items weighing up to 10 lbs. may be required occasionally.

Background Check Standards--A background check, including criminal record history, will be conducted prior to hire due to the nature and risk associated with job-related financial transactions. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competency to perform in the position.

Compensation and Benefits--\$29.75 per hour (depending upon qualifications and experience). Benefits package includes health insurance, 401(k) retirement plan, generous paid time off, telework opportunity and flexible work environment.

Timeline--Submit cover letter and resume by close of business June 12, 2020 for first consideration. Position will remain open until filled.

Contact--Submit cover letter and resume with subject "Accountant Job Opening" to admin@hccc.wa.gov. Direct questions to Robin Lawlis, Administrative Manager, 360-271-2060, or Tom Goishi, Accountant, 360-900-9063.

Interview Process--Top candidates will be contacted by email for an interview. Interviews will be conducted via teleconference.

Notice--This announcement conveys information essential to understanding the scope of the job and the general nature and level of work performed by an incumbent. The descriptions should not be construed to imply that these requirements are the only duties, efforts, responsibilities and qualifications for this job.