**JOB ANNOUNCEMENT:**

**Finance Manager**

LASA is a non-profit agency with nine employees, an annual budget of approximately $900,000 and over 30 years of experience serving homeless families. We serve all of Pierce County and are based in Lakewood.

**Please email your resume and answers to the supplemental questions to: janne@lasawa.org**

**HOURS**: Full time schedule with flexibility

**LOCATION**: Lakewood

**PAY** $ DOE/competitive

**BENEFITS:** Medical, dental, 401K, vacation, sick leave

Pre-employment background check, required.

**DUTIES**:

Accounts payable and receivable; financial reporting to the Executive Director and Board of Directors; budget preparation, tracking, control, and forecasting; billing to multiple funding sources, including grants and restricted funds; payroll and payroll taxes; staff personnel records; health insurance; cash management; Record keeping of property owned by the agency; Receive rental payments and issue receipts.

**PHYSICAL REQUIREMENTS:**

* Ability to sit at a desk and computer for up to 8 hours per day
* Ability to handle multiple projects, meet deadlines and maintain accuracy
* Ability to carry up to 25 pounds

### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

* Knowledge of QuickBooks Pro accounting software
* Degree in Accounting, Finance, Economics, Business, Administration Preferred or equivalent work experience
* CPA (Preferred)
* Computer skills: Word, including mail merges; Excel; and Outlook
* **Full understanding of full-cycle non-profit fund accounting**
* Post daily accounts payables & receivables; semimonthly payroll
* 941 deposits; monthly, quarterly and annual payroll reports and other tax filings
* Prepare month-end and year-end financial statements for Executive Director and Board of Directors
* Administer employee benefits program, including SIMPLE IRA and salary schedules
* Reconcile bank and credit card statements
* Maintain General Ledger
* Perform month-end accruals
* Perform accounts analysis
* Indirect Cost Allocation
* Prepare Grant reports; assist with grant applications
* Deal directly with funding sources (government, United Way, foundations) in relation to billing, financial reporting requirements, and contract compliances
* Budgeting
* Cash flow projections
* Manage all appropriate month-end close processes, including preparation of 1099s & 1096s
* Work with Case Managers to ensure effective cost management
* Monitor bottom line versus forecasts and budget
* Communicate issues to senior management, facilitate financial review meetings, and make recommendations for improvements
* Vendor relations
* Create financial spreadsheets and correspondence letters
* Flexibility to change course based on business needs and conditions
* Quick learner; do what it takes to get the job done

**APPLICATION PROCESS:**

**Open until filled**

Pre-Employment/annual background check required.

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**SUPPLEMENTAL QUESTIONS-Required:**

* Describe your familiarity with QuickBooks
* Describe your experience with fund accounting
* Provide salary history
* Are you familiar with grants management?
* Have you worked with a non-profit agency before?

LASA does not discriminate in programs or employment on the basis of race, color, national origin, age, disability, and where applicable, gender, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal or because all or part of an individual’s income is derived from any public assistance program.

Will work in close proximity to people in crisis and the applicant must be able to maintain confidentiality.

**Visit our website at www.lasawa.org**