



Archbright is proud to be partnering with our member, Uplift Northwest to find their Accounting Manager.

Uplift Northwest is seeking an Accounting Manager!

Uplift Northwest (ULNW) is the go-to temporary staffing and support services organization, proudly serving the greater Seattle area for over 100 years. ULNW is committed to serving individuals who are living in poverty and may be experiencing homelessness by providing supportive services and skills training in high-demand jobs. To find out more about what we do in the community, please visit- www.upliftNW.org

The Accounting Manager plays a crucial role in maintaining financial records, ensuring accuracy in the general ledger, and supporting various accounting activities within an organization. A major component includes overseeing the accounting activity for multiple grants. Responsibilities include balancing financial records, tracking budgets and grants, producing financial reports, coordinating with team members, reconciling statements, and assisting in audits. The Accounting Managers also contribute to process improvements, develop data integrity policies, provide training to colleagues, and manage database systems. This role demands a strong educational background in accounting, proficiency in relevant software, analytical skills, and the ability to work effectively with diverse teams. This is a supervisory position that reports to the Chief Financial Officer and co-manages two accounting department support staff.

Responsibilities include, but are not limited to:

- Grant management: Ability to meet multiple grant requirements from tracking activity to invoicing and summary reporting. Budgeting skills to ensure compliance is a component. (make it a written question on the application – the equivalent would be for-profit world capital projects management)
- Accounting Records Management: Maintain and validate daily accounting records to ensure the accuracy and integrity of the general ledger.
- Budget Monitoring: Track program and grant budgets to uphold fiscal responsibility and adherence to financial plans.
- Reporting: Generate comprehensive reports to provide insights and facilitate decision-making.
- Department Coordination: Collaborate with all departments to streamline activities and enhance operational efficiency.
- Audit Support: Assist in external audits and contribute to continuous process improvements within the accounting function.
- Policy Development: Develop and implement data integrity policies and procedures to safeguard financial information.
- Training: Provide guidance and training staff members on accounting processes and best practices.
- Database Oversight: Manage and oversee multiple database systems to ensure data accuracy and efficiency.

The ideal candidate will have:

- Bachelor's degree in accounting or relevant field, or equivalent work experience demonstrating proficiency in accounting principles.
- 2+ Years of progressive experience in finance and accounting.
- Supervisory experience.
- Strong proficiency in accounting software, database systems, and advanced Excel usage.
- Possess strong organizational skills, analytical thinking, and problem-solving capabilities.
- Ability to collaborate effectively with individuals from diverse backgrounds and cultures, fostering a collaborative work environment.

Uplift Northwest offers a benefits package that includes paid vacation; holidays; sick time; parking or bus pass; health insurance (after 30 days) that includes 100% payment of medical, dental, and vision; and 403(b) retirement with matching contributions. Eligibility requirements apply and will be explained upon hiring.

This is a full-time, exempt position with a salary range of \$80,000 - \$90,000 annually DOE with team and individual performance bonus program. It is an on-site position in downtown Seattle with the possibility of hybrid work after the first 60 days.

Apply for this exciting opportunity online. We look forward to hearing from you!

Questions? Email: hrcrecruiting@archbright.com

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Cover Letter and Resume required.

Application screening Questions:

1. What level of accounts have you managed in the past (in USD\$)?
2. Please describe your supervisory experience.
3. Grants Management is a primary responsibility for this job. Please describe your experience with grant writing, grants management, or project management.