

**EDMONDS PUBLIC FACILITIES DISTRICT/
EDMONDS CENTER FOR THE ARTS**

**Announces the following
EMPLOYMENT OPPORTUNITY:**

POSITION:	STAFF ACCOUNTANT
CLOSES:	Open until filled; first round interviews expected TBD
EMPLOYMENT STATUS:	Permanent, Full Time, Exempt
SALARY & BENEFITS:	Salary \$60,000-\$65,000 DOE, plus excellent benefits
REPORTS TO:	Director of Finance & Operations

Edmonds Center for the Arts (ECA) a 700-seat, state-of-the-art performing arts venue located on the campus of the original Edmonds High School, just 20 minutes north of Seattle, seeks a driven, collaborative, and skilled Staff Accountant to perform technical and professional accounting functions in the analysis, interpretation, recording, and reporting of our financial transactions.

ECA presents an array of outstanding performing artists from around the world, provides space, production management, and technical expertise for a variety of community partners and rental clients, and serves more than 75,000 patrons who enjoy the facility annually.

ECA is an innovating and challenging workplace, and the qualified candidate will need to be flexible, positive, and able to strategically contribute to a rapidly growing organization. We are looking for someone who shares a passion for numbers, loves accounts to balance, is skilled in seeking out discrepancies, and committed to accuracy. The successful candidate will be a problem-solver with analytical skills, and as a team-player with ability to work under pressure.

POSITION SUMMARY:

The Staff Accountant is dedicated to managing the day-to-day finance activities of both Edmonds Public Facilities District and Edmonds Center for the Arts in collaboration with the Director of Finance & Operations. This position is responsible for all general accounting functions, cash management, grant accounting and compliance, maintenance of fiscal records, month and year end reconciliations and processes, and payroll processing. The Staff Accountant assists the Director of Operations & Finance in the development of the monthly financial reports, development of the annual budget and annual financial statements, and is a key role and contact for the District's annual Washington State Audit.

The Staff Accountant has demonstrated experience in financial and business administration and stays up to date with changes in the governmental and nonprofit business landscapes. Like all employees at EPFD/ECA, the Staff Accountant must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals, and values, while contributing to their evolution.

A Staff Accountant at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. An EPFD/ECA Staff Accountant values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.

PRIMARY DUTIES & RESPONSIBILITIES:

Leadership:

- Provides oversight and mentorship to the Accounting Assistant and assigned tasks.
- Works with the Director of Finance & Operations to communicate finance activities to staff, Directors, and the Board.
- Strives to create a positive work environment and culture and helps maintain inter-employee relationships.

Finance Oversight:

- Oversees recording and processing of Accounts Payable, Accounts Receivable, and Cash Management.
- Responsible for regular reconciliations of earned and contributed revenue.
- Assists the Director of Finance & Operations with oversight for all funds maintained by the District.
- Assures compliance with respect to the District's loan agreements and bond covenants.
- Reviews semi-monthly payroll and associated employer taxes for accuracy and approves for submittal to payroll processing service.
- Processes and facilitates the payment of any Federal and State Taxes not processed through the payroll processing service (e.g., B&O taxes, WA L&I, etc.).
- Tracks and reports activity in the Public Employees' Retirement System (PERS) for the organization and each participating employee.
- Records, labels, and tracks fixed assets and depreciation.
- Ensures organization credit card statements and receipts have been reconciled and paid timely.
- Verifies and finalizes month and year end closings (e.g., Bank Reconciliations, Journal Entries, Accruals, and General Ledger Reconciliations).
- Prepares monthly and annual financial reports and statements accurately in accordance with GAAP in a timely manner for review and finalization by the Director of Finance & Operations.
- Responsible for conducting District internal audits as required.
- Prepares organization's records and reports for annual Washington State Audit.
- In collaboration with the Director of Finance & Operations prepares and is responsible for the District's Financial Statements and Notes to the Financial Statements and in compliance with GASB requirements and regulations outlined in the State of Washington's BARS Manual.
- Works closely with an external accountant and Director of Finance & Operations to prepare the annual IRS Form 990 for the non-profit organization.

Planning:

- Works in partnership with the Executive Team and provides data to prepare the annual organizational budget.
- Develops and tracks financial data and trend analyses, reporting the results to the Director of Finance & Operations.
- Assists with implementing fiscal policies and procedures, monitoring and tracking progress toward organizational goals and compliance benchmarks.
- Coordinates with Accounting team to establish departmental goals and strategies and to develop departmental work plans.
- Maintains and keeps current accounting department desk procedures.

Financial/Administrative Management:

- Ensures that organizational state monthly, quarterly, and annual filings, renewals, and payments are reported and kept up to date.
- Leads accounting activities for EPFD/ECA's contracts and grants, including budgeting and compliance with financial reporting requirements (e.g., Federal OMB compliance).
- Responsible for maintaining internal controls that will provide reasonable assurance that transactions are recorded as necessary to be in compliance and provides preparation of timely, accurate, reliable, and consistent financial statements and reports.
- Works in partnership with the Director of Finance & Operations to improve accounting controls and processes in accordance with audit recommendations and industry best practices.

- Updates Chart of Accounts as required in consultation with the Director of Finance & Operations.
- Makes recommendations for changes and improvements to existing financial systems.
- Participates in the development of and/or modification of accounting, financial, and budgeting systems to improve accuracy, efficiency, and performance.

Other Responsibilities:

- Assists with maintaining employee records and administering employee benefits.
- Adheres to all organizational finance policies and procedures.
- Builds trusting relationships and maintains clear communication with all banks and financial institutions with which the Edmonds Public Facilities District and Edmonds Center for the Arts do business.
- Attends the monthly Administration and Finance committee meetings, when required.
- Handles confidential information professionally, discreetly, and appropriately.
- Performs related duties and fiscal projects as assigned.

Preferred Knowledge, Skills and Abilities:

- Working knowledge of laws, regulations, and procedures governing accounting and financial statement preparation for public districts in the State of Washington in accordance with the Washington State Budgeting, Accounting, and Reporting Standards (BARS) manual.
- Experience with non-profit accounting standards and accrual accounting according to Generally Accepted Accounting Principles (GAAP).
- Superior knowledge and extensive experience with QuickBooks accounting software.
- Experience with and knowledge of Government Accounting Standards, including pronouncements issued by the Government Accounting Standards Board (GASB).
- Demonstrable experience in payroll and benefits administration, recordkeeping, and associated compliance with federal and state labor laws.
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- Proven and effective communication skills: presenting, writing, oral and interpersonal
- Experience working with and preparing materials for a board of directors.
- Ability to take initiative, work independently and collaboratively to solve problems and improve efficiencies.
- Superior attention to detail in all matters and strong organizational skills.
- An ability to exercise a high level of professionalism, judgment, and above all, discretion and confidentiality.
- Computer skills preferred include MS Word, Excel, PowerPoint, Outlook, and ability to access and extract reporting from online databases.

Qualifications, Education and Experience:

- Master's degree or Bachelor's degree in accounting, finance, or other field related to accounting, or equivalent combination of education and experience that provides the required knowledge, skills and abilities.
- Five (5) or more years professional accounting experience, including at least (2) years of supervisory experience.
- Proven experience in government accounting and audit practices.
- Experience in non-profit accounting.
- Considerable managerial and financial acumen required to adapt and thrive in changing and competitive entertainment/arts environment.

Working Conditions:

- Prolonged periods of remaining in a stationary position in an office setting and constantly operating a computer.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and telephones.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Occasionally must be able to lift up to 40 lbs. at a time.
- Occasionally may require working outside of a standard 40-hour work week.

APPLICATION REQUIREMENTS:

Please send **cover letter** describing qualifications, **resume**, three **references**, **completed EPFD/ECA Application Form and Voluntary EEO Survey** (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to careers@ec4arts.org OR *Staff Accountant Search, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020*. **No phone calls please.**

Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities are strongly encouraged to apply.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.