

EDMONDS CENTER FOR THE ARTS / EDMONDS PUBLIC FACILITIES DISTRICT

POSITION: Accountant

EMPLOYMENT STATUS: Permanent, Full-Time, Non-Exempt

REPORTS TO: Associate Executive Director

POSITION SALARY RANGE: \$60,600-\$86,400 (\$29.13-\$41.54 per hour), *Dependent on Experience*

BENEFITS: This position is eligible for a competitive package including:

Medical, Dental, Vision benefits available. • Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan. • Company paid LTD and Life Insurance, with option to enroll in voluntary plans. • Employee Assistance Program (EAP) • Healthcare & Daycare Flexible Savings Accounts (FSA) • Up to 10 days of vacation time per year, up to 12 days of sick time per year, and 14 paid holidays per year.

Position Summary:

EPFD/ECA's Accountant supports the day-to-day financial operations of both the Edmonds Public Facilities District (a public agency) and Edmonds Center for the Arts (a nonprofit). Reporting to the Associate Executive Director, this role performs general accounting functions, cash management, reconciliations, and financial controls. The Accountant prepares monthly reports, supports the annual budget and financial statements, and contributes to the District's annual Washington State Audit.

The Accountant brings proven expertise in financial and business administration, with a strong awareness of the evolving governmental and nonprofit landscapes. Collaborating across departments, this role ensures financial integrity while aligning with the needs and timelines of programs and operations—directly contributing to the success and excellence of EPFD/ECA's events and mission. Like all employees at EPFD/ECA, the Accountant must collaborate effectively with all team members and remain committed to EPFD/ECA's mission, goals, and values, while contributing to their evolution.

An 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 Accountant values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.

Essential Functions

Accounts & Cash Management

- Perform accounts payable, receivable, and cash management activities.
- Reconcile earned and contributed revenue monthly.
- Reconcile and pay monthly credit card statements on time.
- Maintain accurate records, resolve discrepancies, and coordinate with revenue departments to collect unpaid invoices.

Month-End & Year-End Closings

- Complete bank reconciliations, journal entries, accruals, and general ledger reconciliations.
- Prepare accurate monthly disbursement reports and financial statements in accordance with GAAP.
- Record and track fixed assets and depreciation in partnership with the Operations Manager and AED.

Payroll & Benefits

- Process semi-monthly payroll and employer taxes for approval and submission.
- File required state taxes not handled through payroll, with AED approval.
- Track and report retirement and health benefits for the organization.

Reporting & Compliance

- Support the AED with oversight and compliance for funds, loans, and bonds.
- Prepare records and reports for the annual Washington State Audit for review by the AED.
- Assist the AED on the District's Annual Report and notes to financial statements (GASB compliance).
- Assist the AED with preparation for the external CPA firm's IRS Form 990 filing.
- Conduct internal audits as required.

Planning & Process Improvement

- Develop financial analyses and trend reports with the AED.
- Maintain fiscal policies, desk procedures, and internal controls.
- Recommend and implement improvements to accounting systems, processes, and Chart of Accounts.

Financial/Administrative Support

- Maintain vendor, customer, banking, and grant/contract files within designated tracking systems or databases.
- Manage calendar of required filings, renewals, and payments.
- Provide accurate, timely, and consistent financial reporting.

Other Responsibilities

- Adhere to finance policies & procedures; handle confidential information with discretion.
- Build relationships with financial institutions.
- Attend committee, staff, and department meetings as needed.
- Support ECA events and assist with other duties as assigned.

Preferred Knowledge, Skills, and Abilities

- Knowledge of Washington State public district accounting (BARS manual) and nonprofit GAAP standards.
- Familiarity with government accounting standards (GASB).
- Proficiency with QuickBooks and strong computer skills (MS Office, databases).
- Experience with payroll and benefits administration, recordkeeping, and compliance with labor laws.
- Strong project management skills—able to manage multiple priorities and meet deadlines.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently and collaboratively, take initiative, and problem-solve.
- High attention to detail, strong organizational skills, professionalism, discretion, and confidentiality.
- Experience supporting and preparing materials for executive leadership.

Qualifications, Education & Experience

- Bachelor's degree in accounting, finance, or related field; or equivalent education/experience.
- 5+ years of professional accounting experience.
- Demonstrated experience in government and nonprofit accounting and audit practices.
- Strong financial and managerial acumen, with ability to adapt in a fast-paced arts/entertainment environment.
- Valid driver's license and acceptable driving record (if operating company vehicles).

WORKING CONDITIONS:

This position may have a mild to moderate stress level associated with dealing with crowds of public visitors and constant interruptions. The environment is primarily indoors.

This is a full-time position; hours of work are typically during the standard work week but must be flexible and varied to meet the demands of the events of the department and facility. Must be able to occasionally work extended and/or irregular hours including day, nights, weekends, and holidays, as needed. Must have reliable transportation.

- Standard office environment for administrative tasks. Moderate level of movement around the venue, often at a quick pace. Includes prolonged periods of remaining in a stationary position in an office setting and operating a computer.
- May require lifting, carrying, bending, stooping, squatting, and kneeling.
- Ability to lift up to 40-pound items, with or without assistance, while maintaining good balance.
- Occasionally may require working outside of a standard 40-hour work week.
- Unexpected interruptions occur often, and stress level is mild to moderate.
- Noise level is quiet to moderate.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and equipment.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- May require occasional travel.
- The person in this role must be able to perform the essential functions with or without accommodation.

APPLICATION REQUIREMENTS:

Please send cover letter describing qualifications, resume, three references, completed EPFD/ECA Application Form and Voluntary EEO Survey (<https://www.edmondscenterforthearts.org/about/careers-at-eca/>) to careers@ec4arts.org OR **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 Affirmative Action Employer.

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.

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.