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BuildingChanges.org

JOB ANNOUNCEMENT

Senior Manager of Finance and Operations

Building Changes believes everyone in Washington can be stably housed. We strengthen the leaders, organizations and systems that make it possible.

The Senior Manager of Finance and Operations safeguards the integrity of Building Changes' assets and financial information. Reporting to the CFO, this position a) oversees the development and implementation of accounting systems with strong emphasis on internal controls, conformity to generally accepted accounting principles and risk management, and b) supports the design and improvement of operational systems to ensure Building Changes is performing optimally.

Responsibilities include:

Finance/Accounting

- Coordinates, administers and controls Building Changes' accounting operations
- Reviews and posts accounts payable, accounts receivable, payroll and journal vouchers
- Manages general ledger activities and monthly close
- Performs bank reconciliations and account analyses monthly
- Prepares and analyzes financial statements and reports on variances on a monthly basis
- Develops and implements internal controls, policies and procedures
- Manages accounting of grants received; prepares periodic financial reports to grantors
- Ensures accurate and timely dissemination of financial information; provides financial reports and analysis to programs and operations staff as requested
- Manages tax and regulatory filings
- Manages annual audit and tax returns (form 990) preparation
- Supports Grants Manager in monitoring grantees through financial risk assessments
- Work closely with Directors (Program, Measurement/Learning/Evaluation and Strategic Communication/Development) in developing budgets for new programs
- Contributes to planning, development and management of Building Changes' operating budget.

Operations (Human Resources/Legal/Facilities/Technology)

- Oversees contracting process; ensures contracts are developed based on established protocols
- Manages operations and technology projects
- Works with 3rd-party HR/Payroll service on compliance reports and benefits
- Identifies, develops and implements operational systems necessary for Building Changes to function optimally
- Develops and manages business operations-related budgets

The successful candidate will have:

- Bachelor's degree in Accounting, Finance, Business Management or related field, and at least 5-year accounting and office management experience (comparable years of experience can be used in lieu of a Bachelor's degree); non-profit experience a plus
- Experience working in computerized accounting environment; knowledge of MIP a plus
- Project management experience, including demonstrated skills in group process and team leadership.
- Experience working with diverse team members; knowledge of and ability to train to different learning styles.
- Excellent organizational, time management, and communication skills; and proven ability to manage multiple, multi-faceted complex projects and move them forward to completion on time.

Salary and Benefits: \$55,646 to \$70,038 plus benefits: 15 vacation days, 12 sick leaves, 2 personal holidays, 9 paid federal holidays, medical, dental, vision and 403(b) retirement plan

To apply for this full-time position, please email **cover letter, salary requirements and resume** to: jobs@buildingchanges.org – Subject: Finance and Operations. For additional information about Building Changes please visit our website at www.buildingchanges.org.

This job posting will be kept open until position is filled.

Building Changes is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce.