

# SouthEast Effective Development

## Job Description: Accounting Manager

<b>Department:</b>	Finance
<b>Location:</b>	5117 Rainier Ave, Seattle, WA
<b>Reports To:</b>	Director of Finance

SEED is a nonprofit organization founded in 1975 by community members and activists in the Seattle area. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments with a special focus on residents with fewer opportunities and resources. At the center of our work is a deep commitment to advancing social justice and racial equity; we live that commitment by working in three key areas: Affordable Housing, Arts and Culture (SEEDArts), and Economic Development.

SEED owns 1,135 affordable apartments and is an active developer of new buildings, helping to meet the need for affordable homes throughout Southeast Seattle. Award-winning SEEDArts manages Rainier Arts Center, Columbia City Gallery, SEEDArts Studios, KVRU 105.7 FM, and a public art program. Through economic development, SEED works to equitably build economic opportunity for the residents and businesses of Southeast Seattle. Visit our website [www.seedseattle.org](http://www.seedseattle.org) or more information.

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### SUMMARY

Under the leadership of the Finance Director, the Accounting Manager is responsible for managing the Accounting Department to ensure accuracy and timeliness of all financial and tax information and compliance with corporate policies and governmental requirements. This role will have knowledge of Generally Accepted Accounting Principles, be able to interpret and analyze financial data, and implement and monitor a system of controls for maintaining the integrity of the Company's financial information. The Accounting Manager assists with construction closings, review of construction draws, and assisting with the project cost certifications.

### THE OPPORTUNITY

2022 is a time of growth at SEED. There are multiple low income tax credit affordable apartment properties exiting tax credit compliance periods and SEED is in predevelopment of its next affordable apartment building. As we are growing our affordable housing portfolio, we are also recapitalizing our properties and improving our integrated financial systems. This year, the organization will transition to a consolidated and enhanced banking treasury system and is adopting a new five-year strategic plan. This is a new position and offers the right candidate the opportunity to strengthen financial management at a vital, mission-based nonprofit, making a difference in the lives of over 2,000 residents.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Financial Reporting & Analysis

- Responsible for the month end close process, constantly reviewing procedures while eliminating inefficiencies.
- Responsible for the preparation and review of monthly financial statements in a timely manner.
- Work with management team to define reporting needs of the organization.
- Create and maintain a system for generation and distribution of program reports on the agreed upon schedule.
- Prepare and manage the monthly general ledger reconciliation process.

- Create and maintain reports comparing actual results to budget, along with identifying and explaining significant variances.
- Oversee the SEED audit, along with coordination of all property audits with third-party property management company.

### **Operational Accounting**

- Supervise and/or perform the day-to-day accounting functions, including, but not limited to, accounts payable, accounts receivable, and payroll. Be able to complete any of the necessary tasks in the absence of employees assigned to these functions.
- Assist the Finance Director with the annual budgeting preparation and review process with Leadership Team.
- Prepare monthly cash flow reporting and projections and periodically monitor to anticipate surplus or shortages.
- Assist the Finance Director with treasury functions utilizing bank online platform to review activities including cash transfers, online payments and receipts, and generating bank statements.
- Monitor compliance with various financial operating requirements with limited partners, debt covenants, and government regulations.
- Manage local and state tax filings, including annual reports, business licenses, B&O taxes, real and personal property taxes, and other recurring tax filings.

### **Real Estate Development**

- Assist the Finance Director with the review of organization and financing documents through project construction closing.
- Track financial reporting requirements for development projects.
- Support the Real Estate Development team with the review of construction draws and lender funding requests.
- Collaborate with the Real Estate Development team with preparing for project cost certifications.

### **Asset Management**

- Upload third-party monthly financials to SEED MIP accounting system.
- Monitor and review third-party monthly financial statements in a timely manner.
- Coordinate quarterly finance meetings with third-party property management company to review financial results.

### **Grant/Donation/Fiscal Sponsorship**

- Collaborate with the SEEDArts Team on financial reporting requirements, ad-hoc reporting, and financial analysis.
- Responsible for fiscal sponsor accounting program with deposits, payments, sponsor fee calculations, oversight of bank account, and other related tasks.
- Collaborate with the Fund Development team on deposits, documentations, account classifications, compliance reporting, and application process.

### **Minimum Qualifications**

- Minimum 5 years of relevant and progressive corporate accounting experience.
- A passion for service and experience working in BIPOC communities.
- A high level of proficiency with MIP or another accounting software.
- Able to evaluate the effectiveness of accounting software/systems (MIP) and supporting database.
- Proven ability to manage multiple projects.
- Proficient with Excel.
- Strong analytical background and skills.
- Effective leadership and communication skills.

## **Desired Qualifications**

- 4-year college degree in Accounting or Finance.
- CPA or CMA.
- Nonprofit organizational experience.
- Real estate development industry experience.
- Affordable housing industry and low-income housing tax credit experience.

## **Compensation**

SEED offers a competitive benefits package, including health, dental and vision insurance, as well as an organizational retirement plan.

Annual Salary: \$70,000 - \$80,000 depending on experience.

## **To Apply:**

Please send a position-specific cover letter and resume in a single PDF to: [jchang@seedseattle.org](mailto:jchang@seedseattle.org).

As part of SEED's overall commitment to racial equity, SEED works for affordable housing development that is grounded in justice. SEED sees the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization.

SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, trans and LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply. [www.seedseattle.org](http://www.seedseattle.org)