



Job Announcement: Senior Accountant

SouthEast Effective Development (SEED) is a nonprofit organization founded in 1975. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments in housing, arts, and economic development - with a special focus on residents with fewer opportunities and resources. SEED works in three key areas: affordable housing, arts and culture (SEEDArts), and economic development. Visit our [website](#) for more information.

SEED owns nearly 1,000 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, and a public art program. Through economic development, SEED works to equitably build economic opportunities.

2026 is a dynamic time at SEED, building on our recent successes. In the past two years, SEED has raised over \$8 million to acquire and preserve both affordable housing and arts space. Building on our 50th anniversary celebrations last year, we will work to create more affordable arts and apartments, while preserving the community resources we have. Our 2023-2027 [strategic plan](#), grounded in race and social justice, informs the long-term strategies and day-to-day tactics of SEED's work, including fund development.

About the position

SEED is seeking an experienced Senior Accountant to play a key role in ensuring accurate and timely financial reporting for SEED and its affiliated entities. This position is responsible for grant and fiscal sponsorship accounting, partnership compliance, and entity-level compliance across multiple LLCs. This full-time position reports to the Controller and works closely with finance staff across the organization to maintain strong internal controls, ensure compliance with nonprofit regulations, and support audits and financial transparency.

Responsibilities

Grants, Fiscal Sponsorships & Compliance

- Develop, document, and maintain a clear understanding of accounting structures and compliance requirements for each affiliated LLC and related entity
- Monitor, track, and ensure compliance with partnership agreements, fiscal sponsorship arrangements, regulatory requirements, and ongoing LLC compliance obligations, including required filings, internal documentation, and reporting deadlines
- Manage grant and fiscal sponsorship accounting, including tracking restricted and unrestricted funds, reconciliations, reporting, and compliance with donor and grantor requirements.

Financial Reporting & Accounting

- Prepare accurate and timely monthly, quarterly, and annual financial statements in accordance with GAAP and nonprofit accounting standards.
- Review, prepare, and post journal entries; ensure proper classification of transactions and adherence to internal controls.
- Assist the Controller with balance sheet reconciliations, identifying and resolving variances in a timely manner.

Entity & Systems Management

- Learn, document, and maintain accounting and compliance requirements for each affiliated LLC and related entities.
- Contribute to the improvement of accounting policies, procedures, and internal controls to support organizational growth.

Required Qualifications

- Bachelor's degree in accounting, Finance, or a related field; CPA or CPA-track preferred.
- Five (5) or more years of accounting experience, with at least three (3) years in a nonprofit or grant-funded environment.
- Experience with fiscal sponsorships, partnerships, and multi-entity accounting preferred.
- High attention to detail with strong reconciliation and analytical skills.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency in MIP, Power BI, and advanced Microsoft Excel skills.
- Demonstrated strong written and verbal communication skills.
- Commitment to racial justice and equity.
- Desire to work as part of a collaborative team and willingness to promote SEED's mission.

Desired Qualifications

- Experience working with multiple legal entities, including LLCs and affiliated nonprofit organizations.
- Familiarity with nonprofit financial compliance standards, internal controls, and partnership compliance and reporting requirements.
- Experience in affordable housing, real estate development, or arts and culture organizations.
- Experience supporting annual audits and working with external auditors
- Experience with public funding sources, government grants, and funder requirements.
- Passion for strengthening communities and advancing economic and racial equity

Compensation

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

Annual Salary: \$85,000 - \$90,000 depending on experience.

To Apply

Please send a position-specific cover letter and resume in a single PDF to: iwako@seedseattle.org

This position is open until filled; applications are reviewed on a rolling basis.

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, LGBTQIA+ people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.