

## Accounting Manager

**Reports To:** Executive Director

**Salary:** This is a 0.8 to 1.0 exempt position, depending on the needs of the organization. Pay begins at \$52,424-\$60,288 annually, based on experience.

**Benefits:** Employee medical benefits, retirement, employee assistance program, paid sick leave, paid vacation and 14 paid holidays.

*DVSAS is committed to respecting and reflecting diversity.*

*Survivors are encouraged to apply.*

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### DVSAS Mission

The mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

### Position Summary

The Accounting Manager is responsible for the day-to-day operation of the accounting department including full-cycle accounting and all financial reporting activities of the organization. This position is also responsible for the management of commercial leases. The Accounting Manager provides staff support to the Internal Operations Committee of the Board of Directors, and reports to the Executive Director.

### Responsibilities

*The duties of this position include and are not limited to the following:*

Fiscal System Maintenance and Oversight

- Develops and updates accounting policies, standards, procedures and workflows consistent with GAAP and Federal, State and local laws and regulations.
- Implements and monitors internal controls and risk mitigation in financial reporting.
- Prepare all required monthly and annual financial reports including the

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annual budget, monthly financial statements, and program funding source reports as required.

- Manage monthly close process including maintaining agency journals and general ledger using accrual basis, as well as the reconciliation of bank, investment, rental, depreciation, prepaid, and other accounts as appropriate.
- Review and approve work of accounting staff including A/P invoices and A/R billings. Prepare and maintain monthly A/P and A/R aging schedules and ensure timeliness, completeness, and accuracy of data.
- Keep apprised of IRS, State, and Municipal regulations as they affect DVSAS. Prepare and submit monthly, quarterly, and annual tax reports to appropriate agencies.
- Supervise monthly payroll production and assist where necessary.
- Act as liaison for the annual audit/review by external auditors.
- Manage employee benefits (medical, dental, vision, retirement, COBRA), including managing bill payment and employee records within the payroll system.

## Supervision

- Hire & supervise accounting staff and delegate work as appropriate. Conduct performance evaluations and provide direction, assistance, and support where necessary.
- Provides recommendations on hiring, disciplinary actions and terminations; executes corrective action within scope of authority.

## Contracts and Grant Billing

- Support the development of grant applications and related documents.
- Responsible for the management of commercial leases, acting as primary contact for tenants, and responding to tenant needs.
- Assist with preparation of annual operating and capital budgets as well as prepare and monitor grant budgets; provide analysis and ensure that grant expenditures are appropriate.
- Ensure full programmatic compliance with agency policies, funding source and contract requirements, and state, federal, and local laws.
- Responsible for annual benefits renewal for all employee and agency



**Domestic Violence and  
Sexual Assault Services**  
*ending violence, transforming lives*

1407 Commercial St.  
Bellingham, WA 98225  
[www.dvsas.org](http://www.dvsas.org)

**24 hour helpline:** 360.715.1563  
**toll-free:** 877.715.1563  
**accepts 711 and other relay calls**  
***Se habla español.***

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insurances.

## Leadership

- Participate in the development of organization goals and objectives.
- Implement organizational goals and objectives as they relate to the accounting department.
- Provide overview of DVSA's financial status and advise the Executive Director and Finance Committee of trends, changes, or potential problems.

## Qualifications & Requirements

- BA or BS Degree in accounting and 5 years accounting experience with increasing levels of responsibility. Equivalent experience will be considered in lieu of BA or BS degree.
- Experience in non-profit accounting and knowledge of generally accepted accounting principles, reporting, and record keeping systems.
- Supervisor experience.
- Advanced proficiency in Quick Books, Excel and Outlook.
- Strong knowledge of payroll and payroll tax reporting requirements.
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relations with staff and associates.
- Commitment to respecting individual differences and serving diverse populations.
- Positive, problem-solving attitude with a willingness to provide and seek guidance from team members.
- Passion for ending gender-based violence.
- Initiative to learn and enhance skills that promote equity and an understanding of oppression and its impact on domestic/sexual violence.
- Individuals with additional language fluency in Russian, Spanish, sign language, or other locally relevant languages are preferred and will receive a 5% salary range premium after a successful probationary period.



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## How to Apply

Submit a cover letter, resume, and application (found at <https://www.dvsas.org/get-involved/employment-opportunities/>) to [employment@dvsas.org](mailto:employment@dvsas.org)

**Work Environment:** Ability to work in moderate and loud noise environments including, but not limited to: paging, telephones, human voices, music, and machinery.

**Important Disclaimer:** Employees are expected to act in the best interest of DVSAAS and the clients we serve, even if doing so requires actions or responsibilities not listed in the above job description. The above statements are intended to describe the general nature and level of work being performed by those assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned which are not considered essential and may not be listed here.



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