



## Accounting & Finance Manager

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### **About Northwest Folklife:**

Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. As a cultural arts & heritage organization, we are extremely committed to rooting our work in the values and principles of anti-racism and equity. Therefore, we seek candidates who offer relevant skills and knowledge with diverse cultural perspectives, grounded in a desire to work with and in community. NWFL is a 501(c)(3).

### **Position Overview**

Northwest Folklife seeks a dedicated accounting professional with a passion for making a positive impact on the world! The Accounting & Finance Manager is a senior management position. This role is responsible for managing accounting operations, and to work with NWFL's Managing & Artistic Directors to provide financial stewardship of the organization. The Accounting & Finance Manager provides leadership in organizational finance and counsel on certain areas of Human Resources compliance, as well as oversight of the day-to-day operations of the accounting department. This position also has oversight of accounting functions at the Annual Northwest Folklife Festival. NWFL promotes a positive, collaborative and open work environment, with high performance standards. The Accounting team is responsible for maintaining and protecting the integrity of the financial database; therefore, the ideal candidate is highly proficient in Excel and QuickBooks in developing financial reports and structuring the QuickBooks database to facilitate such reporting. The individual in this role should be capable of analyzing the financial results, reporting potential opportunities and escalating potential concerns to the Managing Director and NWFL Board's Finance Committee. This position works with organizational leadership in developing the annual budget and ad hoc reporting of budgets used in grant applications.

### **Responsibilities and Duties:**

#### **Accounting & Fiscal Responsibilities**

- Maintain a thorough understanding of the financial reporting and general ledger structure developed by previous staff in the position. Advise on, develop and implement

amended or new procedures to enhance and increase efficiency in the workflow of the department.

- Ensure an accurate and timely monthly, quarterly and year-end close.
- Prepare monthly bank reconciliations for all bank accounts for review with Managing Director.
- Prepare and present monthly financials to the Finance Committee of the NWFL Board of Directors.
- Ensure the monthly and quarterly bank, licensing, tax and other fiscal compliance activities are performed in a timely and accurate manner.
- Monitor daily cash balances, A/P, and A/R ledgers. Track and manage cash requirements.
- Manage all insurance policies and advise Managing Director on impactful changes.
- Manage budget and reporting activities, including the forecasting and analysis of cash flow.
- Collaborate with senior leadership to analyze historical data and produce an annual operating budget. Oversee the preparation of annual budget-related reports.
- Provide ad hoc reports for grant applications and other internal reporting needs by exporting from QuickBooks software.
- Collaborate with other team leaders to support organizational departments' goals and objectives.
- Work with the contracted CPA's during the audit and 990 tax return preparation process to ensure a clean and timely year-end audit/review.
- Manage QuickBooks accounting software: maintain, configure, backup, and upgrade as needed to keep financial records in good and secure working order.
- Maintain QuickBooks to ensure internal project tracking and revenue source tracking.
- Maintain accounting filing system and appropriate disposal of old financial records.
- Maintain asset and depreciation schedules.

### **NW Folklife Festival Responsibilities**

- Manage the five-month festival hiring process. This includes documentation for 120+ seasonal staff with varying service lengths and contract terms, which will be set by departmental hiring managers.
- Hire and manage temporary accounting staff and perform various financial-related duties during the four-day festival.
- Recruit and coordinate activities of 20-30 accounting volunteers.
- Prepare and manage festival accounting processes.
- Manage the pre- and post- event process of recording of invoices and payments for festival merchants and sponsors.
- Manage the printing and implementation of festival-related forms, labels, and other systems for festival-centric data management and tracking.
- Manage and oversee the check-out process for festival.
- Prepare accounting transactions from all festival activity (tracked through various sources) and oversee posting resulting data into the accounting QuickBooks system.

- Reconcile receipts from all revenue sources.

### **Leadership & Supervision**

- Provide guidance, support, and training to accounting staff.
- Work with each direct report to establish goals and objectives for each year. Monitor and advise on progress to enhance their professional development.
- Collaborate with team to create work plan and timelines.
- Oversee the posting of all entries into QuickBooks, providing guidance and troubleshooting, as needed.
- Oversee the preparation of biweekly payroll and manage the relationship with payroll service.
- Oversee payroll tax reporting by the payroll service and maintain copies of all quarterly, annual, and W2 filings.
- Oversee the preparation of annual budget-related reports.
- Oversee entry of budget into QuickBooks.

### **Other Related Responsibilities**

- Collaborate with leadership and staff to advance the organizational mission through community relations, increased engagement and fund development.
- Attend regular staff and team meetings

### **Skills and Qualifications:**

- Excellent understanding of the financial operations and associated legal requirements of a non-profit charitable foundation operating in Seattle, WA.
- BA/BS in Business with an emphasis in Accounting or comparable education/training.
- Minimum five years of experience in the following:
  - Full-charge general ledger accounting.
  - Handling payroll processes and employment benefits including: Payroll taxes, deductions and accruals, retirement systems, medical insurance, and working with third-party payroll services.
  - Supervisory experience in financial reporting/general ledger.
- Experience managing compliance activities. Basic understanding of Human Resources, as it relates to organizational finance and compliance a plus.
- Proficiency with QuickBooks: Chart configuration, item codes, project expense tracking, budgeting by class and month, importing IIF files, and exporting to Excel. Demonstrated understanding of this software's database structure and various transaction types.
- Proficiency in MS Office applications, particularly Excel manipulation and MS Word mail-merge functions.
- Non-profit accounting or finance experience a plus.
- Understanding of financial aspects related to fundraising reporting and grant writing preferred.

- Experience managing payroll through Pay Northwest a plus.
- Site-based event finance experience (accounting for festivals or events) a plus.
- Experience with G-suite applications, task management software and database programs, and Acrobat Pro or similar software a plus.
- A passion for: Arts and culture, promoting cultural exchange, and community building.
- Initiative, a positive attitude and demonstrated collaboration skills.
- Ability to prioritize, meet deadlines and work under pressure efficiently, with grace.
- Excellent problem solving skills with strategic and project management capabilities.
- Excellent oral and written communication skills.
- Demonstrated understanding for equity as a framework for (re)developing systems a plus.
- Oral and/or written proficiency in multiple languages a plus.
- Experience working on events a plus.
- Final candidates will be subject to a background check.

**Details**

<b>REPORTS TO:</b>	Managing Director
<b>DIRECT REPORTS:</b>	Accounting Assistants, Data Entry Staff, Festival Finance Staff & Volunteers
<b>HOURS &amp; DURATION:</b>	This is a full-time, exempt position
<b>COMPENSATION:</b>	DOE: \$72,800 - \$79,040 annually
<b>BENEFITS</b>	PTO, paid holidays, hybrid work, professional development, health insurance and retirement available for full-time employees

Position will remain open until filled. Priority review of applications submitted by October 6, 2023.

***Please submit resume and cover letter to [mdirector@nwfolklife.org](mailto:mdirector@nwfolklife.org)***

When applying, please use the SUBJECT LINE: Accounting & Finance Manager

*All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking people dedicated to consistently delivering outstanding service to accomplish Northwest Folklife’s vision and mission. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Northwest Folklife is a 501(c)(3) nonprofit organization.*