



Skagit River System Cooperative

12559 Pulver Road, Burlington, WA 98233 · P.O. Box 368 La Conner, WA 98257

Phone: 360-466-7228 · www.skagitcoop.org

Accountant

Position Overview:

This position will support pre and post functions for grants awarded to SRSC by working with other administrative staff to develop financial documents in coordination with other Skagit River System Cooperative Programs. The accountant position duties will be focused on invoicing and financial grant management, performing numerous accounting functions to aid in consistent and timely financial reporting and reporting across departments and grants. Coordinate with the staff department on a variety of projects as needed. Funding for this position is subject to the availability of grants or contracts. This position receives guidance from Finance & Administrative Manager, other SRSC Program Directors and SRSC Board. This position reports directly to the Finance & Administrative Manager.

Duties and Responsibilities:

The primary duties of the accountant include but are not limited to:

Grant Management:

- Run monthly trail balance, maintain grant budget, and report grant's status to program managers and directors in a timely matter. Report grant matching when required.
- Maintain award funding master and grant module daily.
- Maintain grant module database and grant files for all funding grants, ensuring files are active or deactivated in all systems.
- Review and maintain financial records and ensure that transactions are properly recorded to the grant while preparing invoice to funding agency.
- Performs monthly, quarterly and year-end reconciliations for all grant financials.
- Review and analyze grant financials to ensure completion and accuracy.
- Review, investigate, and assist with the resolution of errors and inconsistencies in financial entries, documents, and reports.
- Prepare accurate and timely monthly, quarterly and annual state and federal compliance reporting on grants. Works with regulatory agency to provide auditing information.
- Serve as point of contact for Finance Manager, Department Directors, Project Managers, etc. for grant accounting management, billing approval and/or issue resolution.
- Budgetary preparation for grants, organization, and department budgeting.
- Ensure grant's budgetary compliance for each grant and program by tracking and conducting monthly expense comparisons noting variances and overage.

Accounts Receivables:

- Create and seek approval from Department Directors or Project managers prior to submitting billing invoice to all funding agencies quarterly or as needed.
- Handle credit memos efficiently with management approval.
- Maintain and properly utilize the AR Aging Report to ensure timely collection of agencies invoice payments.

- Verify expenditures and services are in accordance with the grant funding reimbursement requirements prior to invoicing agency to reduce reimbursement discrepancies and adjustments.
- Accurately record agencies' payments into the accounting system.
- Handle and prepare cash receipt bank deposits.
- Performing collections and account reconciliation.
- Maintain communication with funding agencies regarding outstanding invoices and inquiries to resolve outstanding balances as necessary.
- Prepare monthly and annual closing reports for AR and as well when needed prepare AR reporting summary for board meetings.

Human Resources/Payroll Benefits:

- Provide support and assist with the new hire orientation and separation process.
- Maintaining all confidential employee personnel files.
- Assist with employees' benefits, i.e. open enrollment, and changes throughout the year.
- Process monthly benefit adjustment or personnel changes prior to processing payroll.
- Reconcile all benefit liability accounts in preparation for the closing of the fiscal year.

Other:

- Monitoring centralized department email daily.
- Work closely with others within finance team members and program directors or managers.
- Work closely with other Accountant and Finance Manager to conduct monthly closing and end of year procedures, filing W2 and 1099, grant funding periods and closing calendar fiscal year.
- Ensure compliance with governmental fiscal policies and procedures manuals.
- Assist with vehicle and equipment logs, account payable, payroll and financial reporting as needed.
- Assist with retention and purge of organizational and departmental files as needed.
- Assist with managing accounting system.
- Assist with other accounting and administration projects and tasks as needed/assigned.

Knowledge/Skills/Abilities:

The successful applicant will have the following:

- Ability to cross train within accounting positions in the department.
- Ability to maintain confidentiality of sensitive information.
- Knowledge of general business office protocols and procedures GAAP, GASB, tribal federal funding, general accounting principles, budget management, human resources, payroll principles, etc.
- Ability to follow instructions, policies, and procedures of SRSC.
- Proficiency in using MS Office Suite, strong Excel skills along with good accounting, math, and office computer skills; ability to use standard office equipment.
- Ability to keep organized files in a standard filing system for the purpose of an audit and other employees to locate information.
- Must be a self-starter and problem solver with ability to work down to transactional levels as well as manage up with solutions or recommendations, as well work in a team setting.

- Ability to prioritize and handle multiple assignments at any given time while maintaining commitment to deadlines and follow through to completion as well providing high quality of work.
- Strong verbal and written communications skills to effectively present information and respond to colleagues and others seeking guidance and/or clarification about issues related to organization operations.
- Be comfortable working with deadlines and be able to articulate and defend the integrity of product and workpapers with auditors.

Education/Experience:

- Bachelor's degree (preferably in accounting, business administration, finance, or related field) preferred or equivalent education with combination of professional experiences.
- Have at least 5 years of professional experience in general ledger, financial/budgetary analysis, payroll, or related accounting experience.
- Experience in governmental and non-profit accounting and tribal organization preferred.

Working Conditions:

This position requires daily reporting to the office in Burlington, WA. Flexibility is required for attendance at occasional meeting/event to travel to Swinomish Reservation in La Conner, WA and Sauk- Suiattle Reservation in Darrington, WA. Typical work schedule is 10- hour shifts, Monday through Thursday.

Preferences:

Position requires superior oral and written communication skills; sensitivity to the Native American culture, customs, and traditions; possession of valid Washington driver's license and ability to comply with the Drug Free Workplace Act.

Salary & Benefits:

Salary and benefits allocated to this position will be based on the successful applicant's ability to clearly demonstrate their competency to accomplish functions and responsibilities of a non-profit and tribal organization. This is a salaried position with a range of \$59,000 - \$69,000 depending on experience, plus competitive benefits including medical/dental insurance coverage and a 401(k) program. Accrual vacation and sick leave and paid holidays.

Submittals:

Interviewing will start as application are received. Position may be filed prior to closing date. Applicants may submit a letter of interest, resume, references via hard copy or email by 5:00 p.m. on January 25, 2024, to:

Skagit River System Cooperative
Attn: Janette Crume
PO Box 368
La Conner, WA 98257-0368
jcrume@skagitcoop.org

Indian preference applies to this recruitment.