

Make-A-Wish®

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Job Title: Accounting & Finance Manager

Reports To: Chief Financial Officer

Job Summary: Exempt Position. Responsible for leading all day-to-day accounting operations including: month-end close, reporting, variance analyses and cash management. Expected to review and implement policies and procedures to maintain internal controls and coordinate clean audits while ensuring the accuracy and integrity of the financial systems and reports. Strong ability to assess workflow and to identify and implement process efficiencies that maximize technology.

ACCOUNTING

- Ensure financial integrity of the general ledger.
- Review all accounting transactions (including payroll and the weekly check run) to ensure proper account coding and approvals.
- Review fixed asset tracking and regional accounting.
- Review all journal entries and account reconciliations.
- Ensure timely and accurate completion of month-end close.
- Produce monthly consolidated and regional financial statements.
- Manage and coordinate the annual financial statement audit and the annual Make-A-Wish America Compliance Audit.
- Ensure segregation of duties and proper accounting controls are in-place for all accounting processes and transactions throughout the region.
- Ensure compliance with payroll and tax regulations.
- Coordinate preparation of the annual 990 tax return with the external CPA. Ensure that it is approved by the Finance Committee/Board and filed in a timely manner.
- Work with Accountant and Director of Data & Information Services to automate routine accounting processes.
- Supervise the Accountant. Provide direction and feedback on a continual basis.
- Annually review and update all written finance & accounting policies.

FINANCE

- Provide a monthly variance analysis of the chapter's performance.
- Assist the CFO in facilitating the annual budgeting process with staff and management.
- Work with the Director of Data & Information Services to upload the approved budget, by functional expense breakout, into Financial Edge.

FINANCE (continued)

- Review daily cash inflows and outflows. Assist the CFO in managing the organization's overall cash flow and its investments.
- Ensure compliance with the Make-A-Wish America Finance Manual, National Performance Standards and all chapter –related policies and procedures.
- Assist the CFO with the monthly Finance Committee meetings. Tasks include: scheduling meetings, agenda creation, documenting meeting minutes and presenting the financial statements.
- Oversee the time-study process for deriving functional expense percentages.
- Ensure financial data is accurate in Financial Edge before it is reviewed by Make-A-Wish America. Verify quarterly financial statements and other key chapter data.

DESIRED QUALIFICATIONS

- BA/BS in Accounting or Finance
- CPA strongly preferred
- 5+ years of progressive experience and responsibility
- 2+ years of Management/Supervisory experience
- Non-profit accounting experience REQUIRED
- Thorough understanding of accrual accounting
- Deep knowledge of financial systems & familiarity with fundraising databases
- Experience using advanced Excel functions such as pivot tables, vlookups, etc.
- Continuously seeks information in order to remain knowledgeable of changing rules and regulations that may impact the organization.
- Demonstrated ability and desire to analyze complex scenarios, draw logical conclusions and present outcomes to a variety of audiences.
- Ability to meet deadlines while managing a wide variety of projects simultaneously.
- Possess excellent written and oral communication skills
- Excellent time management, organization and independent judgment skills.
- Excellent customer service orientation and professional demeanor.
- Ability to successfully work in a collaborative, team-oriented organization.
- Effectively work with other departments to achieve organizational goals.
- Experience with Raiser's Edge and Financial Edge is a plus.

PHYSICAL REQUIREMENTS

- Remain in a stationary position for long periods of time on a daily basis.
- Work in a busy office environment in shared office space.
- Constantly operate a computer and other office equipment for long periods of time.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.

This will be a regular, full-time, non-exempt employment position working approximately 40 hours per week which may include occasional nights and weekends. Salary is \$60,000 - \$75,500 (depending upon experience). Make-A-Wish also offers a competitive benefits package.

To apply, email resume and cover letter to jobs@akwa.wish.org by September 25th.

No phone calls, please.