



Hiring for a Full Time Fiscal Coordinator

The Washington Coalition of Sexual Assault Programs (WCSAP) is a statewide membership organization, based in Olympia, Washington and is committed to eliminating sexual violence and fostering social change. The mission of the Washington Coalition of Sexual Assault Programs is to unite agencies engaged in the elimination of sexual violence, through education, victim services, and social change. WCSAP provides information, training and expertise to program and individual members who support victims, family and friends, the general public, and all those whose lives have been affected by sexual assault.

WCSAP is seeking a Fiscal Coordinator to provide accounting services and analyze/process financial information in accordance with WCSAP financial policies and practices. Responsible for preparing financial reports regarding record of assets, liabilities, profit and loss, tax liability, and other financial WCSAP reports. Support agency directors in budget creation and grant countdown tracking.

A candidate will need to:

- Degree in Accounting and / or 6 years of relevant work experience
- Have knowledge of generally accepted accounting and grant compliance principles.
- Be a detail oriented individual who works with accuracy, meets deadlines, and exacting standards.
- Have an understanding of accrual accounting and cost allocation.
- Have familiarity with federal grant accounting requirements / guidelines (OMB Uniform Guidance).
- Have budget preparation experience.
- Be skilled in Excel spreadsheets and pivot table preparation.
- Experience with external audit preparation.

A preferred candidate will have:

- Familiarity with ADP payroll processing.
- Familiarity with FundEZ accounting program.

WCSAP values diversity in the workplace. WCSAP values the importance of addressing issues of racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color, sex, gender identity or expression; sexual orientation; national origin; religion; age; ethnic background; social, economic, immigration, marital, physical and/or mental status.

People from historically underserved communities are strongly encouraged to apply. Please submit an application packet containing: cover letter, resume, and release of information to WCSAP (at the end of the job description below). Please highlight any experience that specifically addresses the essential functions of this position.

This position is open until filled. First screening begins April 8, 2019. Applications must be received by August 24 in order to be considered for the first screening. To submit an application electronically, email hr@wcsap.org with Fiscal Coordinator in the subject line. To submit your application via postal service, please send it to: HR at WCSAP 4317 6th Ave SE Suite 102 Olympia, WA 98503.

Title:	Fiscal Coordinator
Salary:	\$47,000 - \$52,000
Supervisor:	Executive Director
Status:	Full time, non-exempt
Area of Emphasis:	Fiscal Operations

Summary: Provides accounting services and analyzes/processes financial information in accordance with WCSAP financial policies and practices. Responsible for preparing financial reports regarding record of assets, liabilities, profit and loss, tax liability, and other financial WCSAP reports. Support agency directors in budget creation and grant countdown tracking.

Essential Responsibilities and Duties:

Manage the accounts payable processing

- Enter into open accounts payable all invoices and vouchers that have been approved and coded
- Have a clear understanding of expense allocation basis used for dividing expenses between programs and contract and apply current and correct basis to the initial posting of expenses
- Review billings from coalition expenses being funded by WCSAP contracts to be sure that documentation is solid, request for reimbursement is accurate, and spending is within budget for the contract
- Prepare checks to pay bills in a timely manner and coordinate signatures on the checks according to policy
- Maintain vendor files of paid invoices and vouchers. Maintain open invoice files for unpaid invoices and ensure that it matches unpaid invoices in the accounting system
- Maintain government forms and reports for vendors including W-9 and annual 1099 filings

Maintain accounting for all cash accounts and review cash needs on a daily basis

- Maintain a current daily record of cash in each bank account and communicate requirements for cash to the Executive Director
- Post transactions as they take place including deposits (electronic and manual), checks and other disbursements, account transfers (except overnight sweeps), and any other transactions in the bank accounts
- Reconcile the bank statements to the general ledger balance promptly after the end of the month. Correct or resolve any differences.

Manage payroll and related benefit processing

- Prepare payroll and process in ADP

- Monitor ADP processing to be sure that it is accurate for employee records; resolve any ADP inaccuracies or discrepancies promptly.
- Post payroll with summary JE to general ledger and ensure that all postings are a reflection of ADP records
- Have a complete understanding of payroll processing rules and regulations.
- Maintain an employee file for each employee that contains a payroll summary sheet, W4, deduction information and pay levels
- Maintain records of vacation, health and retirement benefits and post allocation entry monthly. Send quarterly updates of benefits available to staff.
- Make payments for retirement and health benefits to third party providers in a timely manner
- Have a complete understanding of organizational personnel and payroll policies
- Prepare and file the quarterly Labor and Industries premium report
- Calculate program payroll charges from timesheets Collect information on personal use of copies, postage, and phones and deduct from the employee's paycheck monthly

Prepare billings to the funding agencies for contracts

- Prepare billings after the books are ready to be closed and maintain backup documentation supporting the calculation of the billing
- Ensure records are clear documenting audit trail to source documents for contract expenses
- Maintain accounts receivable records for each contract and make adjustments or corrections as needed so that they are always accurate
- At the end of each month accrue for unbilled contract expenses to that contract revenue is recorded for all valid contract expenses on the books
- Review for contract expense variances that approach 10% and communicate to the Executive Director immediately

General ledger management

- Compare and reconcile each balance sheet account balance to detail records every month
- Detail records can be external information like bank statements or internally prepared spreadsheets that detail out the components of the of the account balance
- Maintain a file containing information on each account for easy reference
- Maintain detailed records of fixed assets and book inventory and periodically inspect physical assets to be sure they still are in service
- Record monthly expenses for prepaid copy machine costs and prepaid postage based on actual usage during the month
- Prepare financial reports for the Executive or Associate Director and the Board as requested
- Review all reports before they are issued to be sure that they are correct

Management of the accounting system

- Maintain a comprehensive understanding of accounting software functions and features used in processing transactions
- Observe accounting system processing and follow up with technical support sources on all issues of concern

Other Fiscal Duties

- Maintain records for miscellaneous billings for dues, reimbursement, and any other amounts owed and follow up on timely recording and resolution of the receivable
- Prepare the annual State Excise tax return and reconcile sales and taxes reported to general ledger postings and adjust as needed
- Support the Executive Director in creation of the agency operating budget
- Support Associate and Executive Directors in creating project budgets
- Prepare schedules as needed to support the annual audit and coordinate needs to the auditor to facilitate efficient completion of the audit
- Maintain the petty cash box by reimbursing and balancing as needed

Participate in activities such as meetings, ad hoc groups, and taskforces related to the mission and vision of WCSAP.

Participate in Agency Operations

- Participate in regular staff meetings, anti-oppression meetings, retreats and annual conference.
- Attend local and national trainings and meetings on topics related to job position/professional development
- Participate in other agency workgroups and activities as interested and requested.

Ability to occasionally travel within and outside of Washington State. Must have current driver's license and car insurance if driving own vehicle or renting a car for WCSAP purposes.

Must be able to exchange accurate information. The person in this position frequently communicates with coworkers, Coalitions members, and stakeholders.

Adheres to all agency policies and practices.

Other tasks as assigned by supervisor to carry out WCSAP's mission and work.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Customer Service** - Demonstrates good judgment and the ability to apply sound thinking to problem situations; responds promptly and respectfully to consumer needs, requests for information and assistance, meets commitments

- **Agency Stewardship** - Supportive of agency mission, philosophies, anti-oppression work, and agency overall activities; represents Coalition in a considerate and respectful manner
- **Ethics** – Treats people with respect, keeps commitments, inspires trust of others, works with integrity and ethically, upholds organizational values
- **Dependability** - Ready for work at the beginning of their workday; is willingly available and can be counted on when needed; demonstrates accountability; ensures work responsibilities are completed in accordance with agreed-upon timelines
- **Communication** – Effectively, accurately, and respectfully communicates in meetings, trainings, work environment and projects across various communications formats; engages in and contributes to agency dialogues and activities; open to accepting and giving feedback
- **Productivity** - Performs assignments in a timely manner; demonstrates initiative and ability to work with limited supervision; undertakes extra responsibility without interfering with regular duties; exhibits flexibility and adaptability in adjusting to changing priorities; incorporates agency standards into daily routine
- **Team Orientation** - Promotes a positive team environment through active cooperation with others; exhibits a sensitive awareness of other's abilities, attitudes and values

Qualifications and Skills:

- An understanding of, and agreement with, WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change.
- Degree in Accounting and or 6 years of relevant work experience

Specific Skill Sets: effective communication, attention to detail, Microsoft office and databases, professionalism, problem solving, working independently, ability to work with a diverse group of people, governmental and cost accounting skills; and experience with nonprofit accounting.

Physical Demands

In performing the regular duties of this job, the employee is required to:

- Remain in a stationary position for long periods of time
- Occasionally move about inside the office to access file cabinets, office equipment, office shelves, etc.
- Constantly operate a computer and other office equipment, such as a calculator, copy machine.
- Frequently move audio/visual equipment, training materials, and office supplies weighing up to 25 pounds.
- Occasionally sets up training/meeting spaces.

Reference Check-Release of Information

I _____ (name) am applying for the Fiscal Coordinator position with the Washington Coalition of Sexual Assault Programs (WCSAP). I give WCSAP permission to contact past employers and contact references I have provided. The following are any restrictions to such permission:

Signature

Date