

## Senior Accountant

### ABOUT THE FOUNDATION

Group Health Cooperative was founded in 1946 as a radical alternative to traditional medical care. Its vision was bold: create a health system grounded in the principles of social justice and provide affordable, preventive, person-centered health care. Through collaboration, innovation, and engaging the voices of its members, Group Health Cooperative sought to create a better way to promote the health and well-being of the individuals and families it served. That spirit is now the cornerstone of the new Group Health Community Foundation (GHCF), funded by the proceeds from Kaiser Permanente's acquisition of Group Health Cooperative.

**Our mission is to shape and accelerate efforts to improve health equity and advance community aspirations for a vibrant, healthy future in Washington and beyond.**

Our values include:

- **Equity.** We believe in creating conditions where all people—regardless of race, ethnicity, gender, gender identity, sexual orientation, income, education, or geography—can participate, prosper, and reach their full potential. We are committed to deepening our shared understanding of equity, and will insist on a diversity of perspectives to inform our ongoing exploration. **Cultivating a diverse and inclusive team of board members, staff members, and partners is an essential component of this work.**
- **Learning.** We are committed to being a learning organization. We will ground our efforts in both research and community wisdom. We will engage communities in meaningful ways to prioritize, design, and support our collective approaches. We will look for opportunities to create and share knowledge from successes and setbacks.
- **Partnership.** We will co-create solutions with people and partners across the state—community groups, nonprofits, philanthropy, academia, business, and government. We will support and enhance, and not duplicate or replace, what is working.
- **Commitment.** Addressing health inequities will require a long-term perspective, and we will be committed for the duration. We will embrace complexity and be diligent in our long-term planning and strategy development.
- **Courage.** We will aspire to be a force for good, and not be afraid to take risks. We will pursue big goals that require bold, creative, and sometimes unconventional strategies.
- **Accountability.** We will be responsible to communities across the state. We will measure our efforts and impact, and be transparent about our progress and challenges.

For more information about GHCF, please visit our [website](#).

## **POSITION SUMMARY**

The Senior Accountant reports to the Director of Finance and Administration and works closely with all departments and team members to achieve organizational goals. This position requires proactive interaction across the organization as well as precise, detailed, hands-on work. The Senior Accountant leads all day-to-day accounting functions and produces financial information in an accurate and timely manner. The person in this role will have the opportunity to create and shape policies and will have end-to-end ownership of the accounting systems in our dynamic and growing organization.

## **PRIMARY RESPONSIBILITIES**

- Maintain the general ledger, including month-end account reconciliations/closings, and preparation of monthly financial statements in accordance with GAAP.
- Assist with cash flow management, including bank reconciliations, cash requirements, and monthly investment activities.
- Manage intercompany transactions between our 501(c)(3) and 501(c)(4) corporations.
- Manage accounts payable and ensure accurate and timely payment of vendor invoices and resolution of discrepancies.
- Process semi-monthly payroll including final review of approved timecards for accuracy and posting activity to general ledger. Process 401(k) contributions.
- Ensure accurate and timely monthly, quarterly, and year-end reporting by payroll company, including ESD, L&I, 941.
- Assist with budgeting, audits, and IRS returns.
- Coordinate efforts between payroll, human resources, and other departments to ensure proper flow and management of employee data.

## **QUALIFICATIONS**

- At least five years of broad accounting experience with increasing responsibilities
- Bachelor's Degree in accounting or other relevant field (or equivalent employment and learning experience)
- CPA preferred
- Prior 501(c)(3) and/or 501(c)(4) nonprofit accounting experience preferred
- Payroll processing experience preferred
- Experience with Microsoft Dynamics GP (or similar software package)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Desire to work with people of diverse backgrounds, cultures, and perspectives
- Strong alignment with our organizational values
- Entrepreneurial mindset and the ability to be flexible and responsive to changing priorities
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- Excellent interpersonal skills, and a strong customer service orientation
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving skills to achieve shared goals
- Familiarity with GAAP and nonprofit accounting
- High-level of proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC)

## COMPENSATION

GHCF offers a competitive and equitable compensation package with the goal of attracting, retaining, and motivating exceptional people. Salary ranges are set according to an explicit compensation policy, and relevant market data is analyzed when setting ranges for each position. The anticipated starting salary range for this position is \$70-82K. Additionally, we offer a terrific benefits package that includes medical/dental/vision (covered at 90%), a 10% retirement contribution, fully subsidized transportation card, and support for professional development.

## TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [applicant portal](#). We will review applications on a rolling basis as they are submitted, with priority given to applications submitted by September 18, 2017. Applications will be accepted and reviewed until the position is filled. If the position is visible on our website, it remains open.

**Thank you for your interest!**