

GROUP HEALTH FOUNDATION

Staff Accountant Washington State position description

ABOUT US

Group Health Foundation is a relatively new and growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to advance a shared vision for a vibrant, healthy future. We are hiring a **Staff Accountant** to join our expanding team.

Our foundation has an audacious goal: health equity in Washington state. We seek to create and support conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential.

Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and multicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

To learn more about our work, our approaches, and our values, please visit our [website](#).

POSITION SUMMARY

The Staff Accountant assists with the day-to-day accounting functions at the Foundation. The Staff Accountant ensures the accuracy and timeliness of accounting entries and is responsible for ensuring accounting functions consistently follow the Foundation's policies, protocols, and workflows. The Staff Accountant reports to the Accounting Manager and works closely with the finance, human resources, and grants management teams.

This is a full-time, non-exempt position that can be located remotely (within Washington State) or at any of our offices. We currently have an office in Seattle and will be opening offices in the Tri-Cities and Tacoma in 2021. Given that many of our current team members are located in King County, priority will be given to candidates who both live in and have a deep connection to communities in other areas of the State.

Limited early morning, evening, and weekend hours may be required, and occasional statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

PRIMARY RESPONSIBILITIES

- Manage accounts payable and employee credit cards to ensure accurate and timely payment of payables and resolution of any discrepancies
- Help maintain the general ledger, including month-end account reconciliations and closings
- Upload electronic invoices to the accounting system
- Oversee the vendor database and work with staff to ensure that active contracts follow Foundation protocols
- Confirm that contractor invoices are within the terms of contractor agreements and scopes of work
- Coordinate efforts between payroll and human resources to ensure proper flow and management of employee data
- Assist with semi-monthly payroll processing including review of approved timecards for accuracy and posting activity to the general ledger
- Work closely with the grants management team to ensure accuracy of grantee information and timely grant payments
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal experiences
- Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Relevant accounting coursework and/or a minimum of two years of accounting experience
- Familiarity with GAAP and prior nonprofit accounting experience preferred
- Experience with accounting software
- Excellent interpersonal skills, and strong customer service orientation
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- Knowledge of, or a strong desire to learn about, the needs of communities across the state who are most impacted by structural inequities
- Some understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated capacity for self-reflection
- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- High-level of proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies

- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 5 % for this position)

COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$68,000 to \$82,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [online application portal](#). Priority will be given to applications submitted by **Monday, February 1**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed.

We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

Thank you for your interest in joining Group Health Foundation!