



Transforming lives through outdoor recreation

Job Description: Senior Accountant

Job Summary: Organize, implement, and manage accounting systems including accounts receivable, accounts payable, payroll, bank deposits, monthly financial statements, and appropriate periodic tax filing. Perform month-end and year-end close of accounting records and reconciliations and prepare accurate and timely financial reports.

Responsible to: Finance Director

Responsibilities:

Under the supervision of the Finance Director perform and manage accounting procedures for the Outdoors for All Foundation.

1. Organize, implement, manage and be responsible for accounting records and systems including accounts receivable, accounts payable, payroll, bank deposits, monthly reconciliations, financial statements, and appropriate periodic tax filing.
2. Manage payroll process, working with Finance Director to ensure payroll is executed accurately. Perform all reconciliations relating to payroll, benefits, and related tax filings. Reconcile assigned Balance Sheet accounts monthly.
3. Reconcile payroll related benefit and tax accounts to financial records.
4. Prepare routine monthly entries to the general ledger; maintain General Ledger accounts; research appropriate GL inquiries; prepare excise tax reports.
5. Manage and record In-Kind donations in the ledger.
6. Record fixed assets.
7. Provide support for annual independent auditors in preparation of annual tax filing
8. Prepare invoices and liaise with participants in understanding account issues. Manage expense recovery process.
9. Liaise with both development and program staff to provide accounting support.
10. Assist Finance Director in preparing financial statements for the organization, including presenting results to the Executive Management Team. Summarize financial information in a format that provides for easy analysis and understanding of the data.
11. Assist in the annual budgeting process through the organization, working with Staff and the Board to develop sustainable annual operating budget and plan.
12. Assist in the awarding of Financial Scholarships to partners in accordance with adopted guidelines, ensure proper recording and awarding of financial aid funds, provide support to partners with scholarship questions and issues.
13. Record monthly endowment investment activity via journal entry.
14. Monitor and maintain liquidity levels for the organization
15. Produce complex grant billing deliverables monthly to funding agencies in collaboration with Finance Director.
16. Recognize revenue on restricted grants in collaboration with Finance Director. Develop and maintain good relationships with customers and suppliers with whom Outdoors for All does business.
17. Provide accounting support at organization special events.
18. Comply with Outdoors for All safety and health policies and procedures.
19. Participate fully as a member of the Outdoors for All staff team.

20. Other duties as identified.

Qualifications

1. Bachelor's degree or commensurate experience.
2. Five or more years of accounting experience, nonprofit accounting experience preferred.
3. Strong interpersonal, verbal and written communications skills. Good math aptitude.
4. Proficient with computer software accounting including experience with QuickBooks Online, Excel, and/or other financial accounting software. Knowledge of Salesforce CRM a plus.
5. Commitment to working in a safe, fun, positive, team learning environment.

Salary Range: \$75,000 - \$95,000

Status and Schedule: Full time, exempt

Benefits: Medical, vision, dental, 15 vacation days, nine paid holidays, accrued sick leave, retirement plan matching, Summit at Snoqualmie season pass, professional development association membership, educational funding and other benefits as outlined in the Outdoors for All Employee Manual.

Application Process:

Please submit one page résumé and cover letter to info@outdoorsforall.org

The Outdoors for All Foundation was first incorporated as a nonprofit organization in 1979 and was then known as the Ski for All Foundation. Thirty-five children learned to ski that first year at Snoqualmie Pass. Our mission is *to enrich the quality of life for children and adults with disabilities through outdoor recreation.* Today, over 3,000 children and adults with disabilities exercise their abilities outdoors in various activities including skiing, kayaking, hiking, rock climbing and cycling. 950 volunteers give of their time and talents to support our mission, supported by a full-time staff of 20+ team members and countless donors and supporters. Outdoors for All's headquarters is moving from Magnuson Park in Seattle to Richard's Road in Bellevue, WA.