

Position: Finance & Administration Manager

JOB POSTING ACTIVE: Jan. 1-31, 2024

Email resume and cover letter to info@downtownspokane.org. Applications are reviewed as received and selected candidates will be contacted directly. No walk-ins.

About DSP: The Downtown Spokane Partnership (DSP) is dedicated to the creation of a dynamic, vibrant, livable, and sustainable Downtown. As a private, 501c(6) not-for-profit organization, the DSP serves as Spokane's central city advocate focused on economic and community vitality initiatives. As the manager of the Downtown Spokane Business Improvement District (BID) since 1995, the DSP provides supplemental programs and enhanced services in the 80-block area that includes nearly 1,500 property owners and business tenants. To learn more about the DSP, visit DowntownSpokane.org.

About the Position: The Finance & Administration Manager manages all accounting operations of the DSP, including the Downtown Spokane Community Investment Group. As an advocate and steward for downtown Spokane, this position is a key member of the DSP senior team. This position maintains the DSP's financial security while overseeing budgeting and forecasting, account payable/receivable, payroll, reconciliations, account ledgers, financial reporting, grant applications, audit preparation, employee benefits, company insurance, and tax preparation. Additionally, this position oversees day-to-day administration of the DSP, including office operations and vendor management, while coaching and mentoring direct report staff and managing the DSP's human resource system.

Reports To: President & CEO
Direct Reports: Accounting & Administration Associate; Administrative Services Coordinator
Starting Salary Range: \$65,000-\$75,000/annual (DOE)
Classification: Exempt, Full Time (40 hours per week)
Employee Benefits*:

- 100% Employer paid Health, Vision, and Dental Insurance
- 100% Employer paid Long Term Disability & Life Insurance
- 12 paid holidays off annually
- 80 hours of accrued vacation plus Washington sick leave
- Simple IRA with employer-paid 3% match
- \$50 monthly transportation/parking stipend
- Technology stipend
- Bonus eligibility

**Some benefits subject to full time classification and waiting/probationary periods.*

Responsibilities & Duties: Essential responsibilities of this position include but are not limited to:

- Oversee all accounting and administration operations.
- Serve as primary staff liaison with City of Spokane Finance & Revenue Department.
- Prepare and deliver written and verbal reports to senior management and boards.

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Financial Oversight:

- Ensure financial accountability of the organization and minimize organizational risk.
- Maintain Accounting & Financial Reporting System in accordance with Generally Accepted Accounting Principles (GAAP) and conventional non-profit accounting practices.
- Ensure compliance with business regulatory requirements set by the Federal, State, and local governments.
- Ensure policies and guidelines of the DSP's Financial Management Policy are followed.
- Ensure protection of assets through internal audits and adequate insurance coverage.
- Work closely with Treasurers of DSP and BID boards, staffing the DSP's Finance & Audit Committee and providing support for board reporting.
- Stay abreast of industry standards and best practices.

Finance/Accounting Management:

- Maintain the chart of accounts, including managing classifications; general ledger and trial balance accuracy; and oversee recording of all transactions related to deposits; cash receipts and disbursements; accounts receivable/payable, and account reconciliations.
- Oversee payroll processing in Paylocity accounting program, including monthly, quarterly, and annual Federal and State payroll tax reports and payments.
- Prepare monthly and annual detailed journal entries and adjustments, as well as appropriate customer and vendor adjustments, deductions, and credits.
- Analyze monthly revenue targets and monitor cash flow as well as EOY projections/forecasts.
- Prepare monthly and quarterly reports of financial statement variances compared to budget for DSP and BID board of directors and department managers.
- Prepare monthly/quarterly/annual claims for funds from City/County financial sources and ensure all contractual requirements are met.
- Manage compilation of information for preparation of tax returns and 990 preparations.
- Support independent external audit to ensure successful audit results.
- Prepare annual Spokane County Personal Property Listing.
- Facilitate and manage preparation of the annual budget, including explaining variances from budget.
- Evaluate and implement appropriate system of policies, internal controls, accounting standards, and procedures in coordination with CEO.
- Evaluate organization's financial position and project financial goals.
- Develop and maintain relationships with banks, vendors, and brokers to positively impact operations.

Human Resources:

- Annually review and update the DSP employee manual, including updating annual payroll and holiday schedules, in coordination with HR vendor and CEO.
- Oversee human resources information system and confidential files; maintain accuracy and confidentiality of benefits data; employee records; changes of statuses; and company human resources procedures.
- Oversee administration of benefits plans, leaves of absence, accommodation, disability and other related programs while supporting employees with questions related to benefits coverage and claims, plan changes, etc., including benefits census reporting and management.

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Human Resources Cont'd:

- Annually review processes, documents, benefit trends and alternative and/or additional benefit plans for plan improvement and process efficiencies, including annual employee benefit survey.
- Maintain compliance with federal and state regulations regarding employment and benefits.
- Oversee new employee onboarding and orientation and support logistics of employee terminations, including documentation, final compensation, and return of all company-owned property.
- Address employee concerns and maintain documentation of incidents, employee warnings, letters of receipt or acknowledgment, etc. and manage employee engagement surveys.
- Manage performance review standards across departments and support recruitment and hiring of office staff.
- Participate in company safety compliance programs, including safety committee and accident prevention planning.

Administration Operations:

- Respond to stakeholder and employee inquiries.
- Organize and coordinate office administration and procedures to ensure organizational effectiveness, efficiency, and safety.
- Improve intra-office communication protocols and streamline administrative procedures.
- Oversee procurement and management of vendor contracts, administrative records and subscriptions, including contract performance.
- Oversee office supplies, including ordering, inventory and tracking of equipment depreciation.
- Manage IT vendor relationship, including all office equipment.
- Ensure office operations and procedures are organized and that clerical functions are properly assigned and monitored.
- Participate actively in the planning and execution of company events.
- Evaluate day-to-day activities of reporting staff.

Other duties may be requested/assigned.

About You: This position requires a self-motivated individual with strong organization skills and attention to detail with an ability to work independently with little or no supervision. The right candidate has an ability to work quickly and efficiently to prioritize problem solving and can adapt to changing circumstances. The right candidate has:

- Passion for downtown Spokane with exceptional work ethic and ability to exemplify DSP core values: Collaborative, Innovative, Diverse.
- Sound judgment and ability to maintain professional decorum under pressure with a positive attitude and nimble mindset while managing multiple projects.
- Outstanding professionalism, customer service
- An above-average aptitude for working with numbers and understanding of the confidential nature of tasks.

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Requirements:

- Minimum bachelor's degree in accounting, finance, or related field with minimum 5 years' accounting/CPA work experience in a related field, including nonprofit, office and/or business administration, human resources, real estate, hospitality, or other industry. An equivalent combination of education and non-profit accounting experience may be considered.
- Solid understanding of budget management and GAAP with advanced proficiency in QuickBooks, Adobe and Microsoft Office 365 suite, specifically Excel.
- Experience with Paylocity payroll/HR products. *(preferred)*
- Understanding of online platforms, including Google Workspace, Dropbox, and AI is a plus.
- Ability to translate financial concepts to, and effectively collaborate with, colleagues who do not necessarily have finance backgrounds.
- Technology savvy with experience in selecting and overseeing IT network solutions.
- Knowledge of legal requirements affecting human resources functions.
- Able to sit and/or stand for long periods of time with occasional lifting/pulling/pushing up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.
- Ability to speak, read, write, and understand English effectively to complete job duties.
- Proficient with mobile phones and smart devices.
- Pass background & drug screening.

This position is regularly scheduled to work 40 hours per week but may be required to work more to meet deadlines, finish assignments, or attend events and meetings. This position may require occasional morning, evening and/or weekend work as needed for various downtown related events/meetings and travel within downtown Spokane may be required. While the DSP offers flexible work schedules and occasional remote work options, this position is primarily based in the office located in downtown Spokane.

Downtown Spokane Partnership is an equal opportunity employer and is committed to inclusion and diversity. The DSP recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, gender identity or expression, sexual orientation, disability, age, veteran status, and other protected statuses as required by applicable law. All employees must have permission to work in the U.S.; employment eligibility verification is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The DSP does not discriminate based on genetic information in its employment-related policies and practices, including coverage under its health benefits program.