



DOWNTOWN SPOKANE PARTNERSHIP

Finance and Accounting Manager

Job Description

Reports To: DSP President
Effective: September 2021

Position Description

The Finance and Accounting Manager is responsible for the daily accounting functions of the Company including maintaining the general ledger, subsidiary ledgers, trial balances, cash receipts and disbursements, A/R, A/P, account reconciliations, payroll and payroll tax reporting, employee benefits, company insurance, grant applications, audit preparation and coordination with outside auditor, corporate policies, end-of-month close, and financial statements reporting using Quick Books and Excel for the Downtown Spokane Development Association, the Business Improvement District, and the Downtown Spokane Community Investment Group. The Finance and Accounting Manager maintains financial security and establishes financial status by developing and implementing systems of internal control for tracking revenue and expenses, analyzing, verifying, and reporting financial information. The Finance and Accounting Manager is responsible for the annual budget preparation year end closing and facilitating the independent external audit to ensure successful audit results and compliance with GAAP.

The Downtown Spokane Partnership is a 501c(6) non-profit organization which provides essential services for a strong and vibrant Spokane economy. The DSP contracts with the City of Spokane and manages the Business Improvement District for the City, to ensure a safe, clean and thriving economic environment in Downtown Spokane. It also works with its partner Downtown Spokane Community Investment Group, a 501c(3) established to support the DSP.

Essential Functions

Book-keeping

- Responsible for chart of accounts maintenance, classification, general ledger and trial balance accuracy, and recording of all transactions related to deposits, AR, and AP
- Maintain records of vendor and customer accounts in accounting system
- Prepare and perform monthly and annual detailed journal entries and adjustments
- Record appropriate customer and vendor adjustments, deductions, and credits
- Responsible for providing access to external auditors
- Process payroll and payroll liabilities in accounting system
- Prepare EE and ER State and Federal monthly, quarterly, and annual reports w/tax forms
- Assist with compilation of information for preparation of tax returns

Financial Statements

- Work closely with Board Treasurers; supporting Board functions regarding finances
- Initiate and maintain annual budget process
- Prepare monthly and quarterly reports of financial statement variances compared to budget for stakeholders
- Prepare and report monthly and quarterly Check Register for Board Treasurers
- Analysis of monthly revenue targets for monitoring cash flow
- Analysis of EOY projections/forecasts
- Managing Contingency Plan
- Meeting with department heads for budget preparation and actual review
- Responsible for Financial Procedures and Policy updates with President and Finance & Audit Committee Treasurers
- Financials and audit reporting duties as described in the contract with the City of Spokane and BID bylaws
- Responsible for other financial related policies

Payroll and Other HR Duties

- Process Bi-weekly direct deposit payroll and tax deposits
- File various state and federal quarterly reports and deposits (L&I, Form 941, State Unemployment, FUTA 940 Form, and Paid Family Leave)
- Process various monthly employee garnishments deposits
- Process e-Verification for new hires
- Manage and process monthly deposits for Savings Incentive Match Plan for Employees (Simple IRA)
- Provide support to HR Associate in HR matters when needed

Other responsibilities

- Manage and supervise IT annual vendor contract for performance
- Supervise part-time assistant
- Supervise annual company commercial insurance policy
- Manage employee benefits insurance annual package
- Provide consistent and accurate reporting on project assignments
- Perform other project responsibilities and duties as assigned by the DSP President
- Prepare annual Spokane County Personal Property Listing

Minimum Qualifications

Knowledge

- Bachelor's Degree in accounting, finance or related field is minimum requirement
- Master's degree is a plus
- Solid understanding of GAAP along with strong understanding of Quick Books
- Advanced proficiency with Microsoft Office software, specifically Outlook, Word, and Excel
- 10 key experience

Experience

- Minimum of 5 years' experience in accounting for non-profits or equivalent experience
- Demonstrated ability to collaborate effectively with diverse work groups

Skills

- Organized and detail oriented.
- High attention to details and accuracy is a must
- Strong computer competency
- Strong customer and business service skills.
- Business recruitment skills are a plus
- Demonstrated ability to be self-directed, able to work independently and with team members

Qualities

- Upbeat, positive can-do attitude, passionate, and self-motivated
- Ability to think creatively, innovatively, and solve problems
- Ability to work in a high-pressure, fast-paced, multiple deadline-oriented environment
- Ability to represent the organization in a professional manner at all times
- Ability to communicate clearly and effectively with team members and outside constituents
- Ability to build relationships with community organizations and with influential members to gain participation, share information, communications, promotions, and other activities
- Ability to work effectively with contractors, service providers, advertising agency, or others that provide additional expertise and resources when necessary

Physical Abilities

- May require occasional morning, evening and/or weekend work as needed for various downtown related events/meetings. Travel within downtown required
- Requires sitting and/or standing for long periods of time
- Occasionally lifting/pulling/pushing up to 25 pounds
- Must be able to regularly talk/hear via a variety of modes, as well as see and operate a computer