



Job Announcement

Accounting Manager

Position Title: Accounting Manager

Designation: Full-time at 40 hours a week (32 hours per week available if preferred)

Fair Labor Standards Act (FLSA) Status: Exempt

Start Date: March 2024 (Open until filled)

Salary: \$85,000.00-\$95,000.00 annually commensurate with experience.

Location: In or within commuting distance of Seattle, WA. There is an option to work from home 25% of the time.

Benefits: Triangle offers a competitive benefits package that includes paid medical, vision, and dental coverage, Health Reimbursement Arrangement (HRA), commuter subsidies for transit, parking and/or bicycle transit, professional development budget, a 401k retirement plan, paid vacation and holidays (including the last week of the year off) and flexibility for work from home. Other benefits include a welcoming community with a collaborative culture, an emphasis on growth and learning, and the ability to create change to support a sustainable planet with schools, governments, stakeholders, and communities in the Pacific Northwest and throughout the western U.S.

Level: Mid-career with at least 5 years' experience in accounting, 2-3 of which as a supervisor.

Who We Are

Triangle Associates, Inc. is an S Corporation celebrating 45 years of helping current and future decision-makers support a more sustainable and equitable planet. Triangle offers community engagement, facilitation, dispute resolution and education services for private, non-profit and government clients.

Triangle Associates is a woman-owned business with around 50 staff members located at its central office in Seattle, and at satellite offices in Portland, Bellingham, and eastern WA.

Triangle is committed to being an anti-racist organization; providing opportunities and platforms for our staff, clients, and community partners to be seen, heard, and amplified – especially Black, Indigenous, people of color (BIPOC), and other marginalized people. For our full DEI (Diversity, Equity, Inclusion) Commitment statement, see [here](#).

Who We Are Looking For

Triangle is looking for an Accounting Manager to oversee our finance team's daily operations and to lead finance initiatives for company efficiency and profitability.

This position will lead a small three-person finance team that is responsible for company financials, accounts payable/receivable, bank and credit card reconciliations, invoicing, time and expense tracking accounting software and systems, contract compliance, payroll, audits, reporting, and tax obligations. In this position, the Accounting Manager will have some daily/monthly/quarterly finance responsibilities and oversee those of other teammates and direct reports.

Our ideal candidate has exceptional communication and relationship skills and uses strong analytical skills to create detailed, error free financial reports and forecasts. To succeed in this role, the candidate should also have a positive problem-solving attitude and be able to manage a team and supervise others.

We are a small company with staff throughout WA and OR and both private and government contracts for consulting work based primarily on the west coast from AK to CA, and throughout the western U.S. We are looking for an accounting lead with experience with S Corporations or similar entities in the private sector, government contracting and multi-state consulting or service industry work.

Responsibilities

- Manage a small three-person finance team responsible for all corporate financial transactions in coordination with the CFO.

- Oversee daily, weekly, monthly and annual transactions that are the responsibility of the finance team, maintaining accurate finance records, invoicing and billing, tracking accounts payable/receivable, general ledger and bank reconciliations
- Manage Triangle's 401k compliance and support efficient and accurate payroll implemented by the finance team in coordination with HR
- Manage and prepare state and local B&O and LNI tax filings
- Oversee the calculation of the annual overhead rate, complying with WSDOT rules and regulations
- Prepare company and project projections for company leadership and project managers in collaboration with Triangle's CFO
- Ensure efficient month-end and year-end closing, reconciliation, and AJE adjustments
- Monitor and support the daily performance of the finance team as a team and in coordination with the broader administrative team
- Optimize use of all financial software, organize and maintain financial data in our BQE CORE system and QuickBooks, and into useable information for project managers and company leadership
- Track the progress of financial and accounting objectives in support of the CFO
- Establish and document accounting policies and procedures, aligned with company's targets
- Ensure compliance with all contracts, laws and accounting best practices
- Oversee development, implementation, and compliance with each project contract and project budget
- Maintain effective communications and coordination among the finance team, administrative team and revenue generating teams

Required Qualifications

- Bachelor's degree in Finance/Accounting or related field
- 2-3 years of prior supervisory experience
- 5 years of experience in accounting
- Experience in a management position managing people and responsible for overseeing the responsibilities of finance staff for a small or mid-size company
- Expert level knowledge and experience with service industry billing and accounts receivable
- Exceptional communicator and team-oriented manager
- Ability to maintain confidentiality of proprietary information and use of discretion and professionalism
- Demonstrated methods of staying organized, and tracking multiple tasks while maintaining accuracy
- Up to date experience with QuickBooks Enterprise, MS Office 365 software including Teams, Outlook, and Word
- Intermediate to advanced Microsoft Excel skills

Preferred Qualifications

- Experience with billing and collections under government contracts
- Experience with government audits
- Knowledge of natural resources and conservation issues and topics

Physical Demands

To successfully perform the essential duties of this position, an individual must be able to sit at a desk or in meetings for 6 to 8 hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice. Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

Apply

Please send a cover letter and resume to Human Resources Manager at employment@triangleassociates.com. Please include the position title in the subject line. Please highlight how your previous work experience and capabilities directly support the job responsibilities and your success at Triangle. Cover letters should additionally include a brief bulleted response to the following points:

- *How many years of experience do you have working in QuickBooks Enterprise?*
- *What experience do you have working with service-based industry billing cycles?*
- *What experience do you have working with government contracts and/or consulting firms?*
- *What experience do you have directly managing employees?*

Drop-In Session

Do you have questions about this opportunity or our company? We are hosting an information session on February 8, 2024 from 5:00-6:00 PM. Please register here:

<https://us02web.zoom.us/meeting/register/tZYldO-srDguHtdTTOOrKljiJFn0RNANOlrja>

You can reach out to us at employment@triangleassociates.com with any questions.

Our Hiring Timeline and Process

In-person interviews will be held in mid-February/early March 2024. A summary of interview questions will be sent to interviewees in advance. All applicants will be notified when the position is filled.

Triangle is an Equal Employment Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression. We strongly encourage and seek applications from individuals with a bilingual and/or bicultural background.