



Job Announcement

Controller

Position Title: Controller

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

Fair Labor Standards Act (FLSA) Status: Exempt

Start Date: October 2025 (Open until filled)

Salary: \$100,000.00-\$120,000.00 annually commensurate with experience at 100% FTE

Benefits: Triangle offers a competitive benefits package that includes paid medical, vision, and dental coverage, Health Reimbursement Arrangement (HRA), life insurance, 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.

Who We Are

Triangle Associates, Inc. is an S Corporation celebrating 46 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.

Who We Are Looking For

Triangle is looking for a Controller to manage our finance operations and lead key financial initiatives that improve company efficiency and profitability. This position will lead a three-person finance team responsible for accounting, budgeting, financial reporting, cash flow management, invoicing, and government contract compliance. The Controller will have both individual responsibilities and oversight of daily, monthly, and quarterly finance activities, while also collaborating closely with cross-functional teams. This role reports to the Director of Equity & Leadership Development.

Our ideal candidate brings strong leadership and analytical skills, is detail-oriented, and has experience managing finance operations in a government contracting environment. They are an effective communicator who can work across teams and support the financial health of a growing, multi-state consulting organization.

Responsibilities

Financial Management

- Manage daily, monthly, and annual financial transactions and records, including A/P, A/R, GL, and bank reconciliations
- Prepare company and project financial projections for leadership and project managers, including monthly, quarterly, and annual financial statements and management reports
- Monitor cash flow and ensure timely budget reporting
- Maintain accurate and up-to-date records in financial software systems (BQE CORE and QuickBooks)

Team Leadership and Collaboration

- Lead and support a small finance team, including delegation of tasks, performance oversight, and strategic guidance on key initiatives
- Facilitate effective communication between the finance team, administrative staff, and project teams, and collaborate across departments to support project budgeting and financial planning
- Translate financial data into actionable insights for non-financial staff and leadership
- Establish and document financial policies and procedures aligned with organizational goals, and contribute to process improvements and cross-functional problem-solving

- Connect priorities of company leadership into operational goals for finance team, projects, and processes

Government Contracting and Invoicing

- Manage invoicing processes in alignment with government and private sector contract requirements and timelines
- Track and submit documentation required for government billing and reporting
- Maintain up-to-date knowledge of compliance standards for public-sector contracts
- Coordinate with project leads to ensure billing aligns with contract terms, deliverables, and rates
- Serve as main point of contact for all invoicing and payment inquiries

Operational Support

- Support the annual budgeting and forecasting process, manage the company projection in coordination with external CFO
- Develop and document financial policies and procedures
- Evaluate and optimize financial systems, tools, and procedures to ensure data accuracy and operational efficiency
- Assist with financial analysis for strategic planning and business growth

Compliance and Auditing

- Ensure accurate month-end and year-end closings, reconciliations, and adjusting journal entries and work with external CFO-CPA for annual filings and audit preparation
- Ensure timely and accurate tax filings (state, local, B&O, L&I) and 401(k) compliance
- Maintain contract compliance and manage overhead rate calculations in line with WSDOT requirements
- Support audits and ensure adherence to all legal, regulatory, and internal requirements

Key Interfaces

- Interact frequently and regularly with external CFO and finance team members to ensure smooth execution of financial operations and to support continuous improvement of systems and processes
- Collaborate closely with project managers and the administrative team to provide timely financial data and support contract and project compliance
- Evaluated by the Co-President/Director and input from additional staff may be solicited

Required Qualifications

- Bachelor's degree in Accounting, Finance, or related field; CPA a plus but not required
- 5+ years of progressive financial management experience, ideally in a consulting or professional services environment
- Strong leadership skills and 2+ years experience leading a small team and working collaboratively across departments
- Proven experience managing invoicing and compliance for government contracts (federal, state, or local)
- Strong understanding of public-sector billing systems and documentation standards
- Proficiency with accounting software (e.g., QuickBooks, Xero) and Microsoft Excel
- Experience with change management involving accounting systems and software
- Excellent attention to detail and organizational skills
- Clear, professional communication style—both written and verbal
- Ability to work independently and manage multiple deadlines

Location and Schedule

This is a full-time position based at Triangle's Seattle Office in the Eastlake neighborhood. Candidates must reside in or be within commuting distance of the office. This position follows a hybrid schedule of three days onsite and two remote workdays per week. Triangle operates on a standard 8-5, Monday-Friday schedule and provides flexibility for each employee's specific hours.

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. We are particularly interested in learning about your experience with each of the following:

- *How many years of experience do you have working in QuickBooks Enterprise or similar accounting software?*
- *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 August 26, 2025 from 5:00-6:00 PM. Please register here:

https://us06web.zoom.us/webinar/register/WN_zFLDdw7CRS63l3U4pLN9uQ

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 early September 2025. 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.