



## FINANCE & ADMINISTRATIVE MANAGER

The finance and administrative manager provides financial leadership and is a key member of MRSC's management team. This position supports the annual budget process, provides oversight for the accounting functions, and supervises human resources and other administrative functions.

The ideal finance and administrative manager will confidently manage all financial functions at MRSC and possess excellent communication skills. We are also looking for an individual who wants to develop, mentor and guide team-members while working in a collaborative, problem-solving manner.

**ABOUT MRSC.** MRSC is a private nonprofit organization devoted to assisting local governments achieve success. We support effective local government in Washington State through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, unbiased, trustworthy advice and information. We collaborate with partner organizations, convene stakeholders, and disseminate information on featured practices and emerging issues.

**OUR TEAM.** Our 24-person team includes attorneys, policy and financial experts, local government professionals in planning and public works, outreach specialists, program and accounting administrators, and information technology staff. We work on a collaborative basis.

### PRINCIPAL DUTIES

Responsibilities include:

- Works with the management team to prepare MRSC's annual budget and 5-year financial plan;
- Prepares budget reports for presentation to the Board of Directors and advises the management team on MRSC's financial position;
- Supervises administrative staff in the performance of their duties, developing goals and objectives, and providing timely feedback;
- Ensures completion of financial reporting, accounting, billing, collections, payroll, audit preparation, and budgeting tasks either directly or by managing other employees;
- Maintains and updates accounting manuals, policies and procedures to ensure financial information is recorded and presented in accordance with Generally Accepted Accounting Principles (GAAP);
- Provides oversight of the human resources function including payroll, employee benefits, recruiting, HR documentation and regulatory compliance;
- Coordinates the maintenance and development of financial systems with the IT staff; and,
- Maintains current knowledge of organizational policies and procedures, federal and state regulations, and current accounting standards.

### MINIMUM QUALIFICATIONS

- Five or more years of financial management and accounting, preferably at a non-profit organization.
- Clear understanding of accounting principles, cost allocation procedures, and internal controls.
- Experience analyzing financial data, preparing financial reports and generating financial projections.
- Strong computer system skills including experience with accounting, spreadsheet and word-processing software.
- Strong planning and organization skills. Demonstrated ability to effectively manage multiple priorities and deadlines.

- High level of personal and professional integrity. Trustworthy, discreet, and respectful in the handling of confidential or sensitive information and matters.
- Requires a high level of attention to detail.
- Ability to work independently and as part of a team.
- Effective written and verbal communications skills.
- Experience managing accounting and human resources staff.
- A Bachelor's degree in Accounting, Finance or Business Administration.

## PREFERRED QUALIFICATIONS

- C.P.A. License
- Ability to develop advanced and appropriate financial visualizations to support reporting

**STARTING SALARY.** \$86,000 – \$102,000, depending on experience. We offer excellent benefits, professional development, and a rewarding work environment. MRSC is an Equal Opportunity Employer and we value diverse life experiences and perspectives.

Please submit cover letter and resume by **September 25, 2017** at 5pm to Aimy Enriquez, [aenriquez@mrsc.org](mailto:aenriquez@mrsc.org)