

# Accounting Director



## LOCATION

Seattle, Washington

## DEADLINE

Open until filled

## HOURS

40 hours per week, primarily Monday through Friday with flexible hours as needed.

## COMPENSATION

**\$87,000 DOE**

Full-time exempt position; medical, dental and vision benefits; life insurance; retirement contribution; paid time off, education leave and allowance.

Apply to:

[Info@newbegin.org](mailto:Info@newbegin.org)

New Beginnings, an organization that empowers survivors and mobilizes community awareness and action to end domestic violence, is hiring an Accounting Director to manage and conduct agency finance and accounting operations with the utmost accuracy and integrity and provide strategic financial leadership in partnership with the Executive Director.

We are seeking a leader with a passion for our mission, and who is also a collaborative team player. Expertise in nonprofit and government contract related accounting, with a strong ability to assess and refine accounting and payroll systems will be essential. Successful candidates will also excel in strategic thinking and have a commitment to racial and gender equity.

*“When New Beginnings helped me find a new apartment, it was the first time I let out my breath, the first time I allowed myself to imagine a new future, the first time I reclaimed my spirit.”*

*-former New Beginnings participant*

**New Beginnings needs you to help advance our future!**



# New Beginnings: The Agency, Mission, and Vision



## **MISSION**

New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

## **VISION**

New Beginnings envisions a world free of violence and oppression, reflected in peaceful relationships and communities.

Founded in 1976 as Seattle's first organization dedicated to ending domestic violence, New Beginnings provides an array of supports to survivors at all steps on their journey with domestic violence. With 45 years of operation, New Beginnings is a leading force in the movement to end domestic violence.

## **OUR PROGRAMS INCLUDE:**

- Community based individual advocacy and support groups
- Legal advocacy and clinics
- Children's services
- Mental Health therapy
- Bridge housing
- Rapid Rehousing
- Technology Enabled Coercive Control (TECC) Clinic
- Community education and professional training
- Teen dating abuse prevention education
- A 24/7 phone and chat DVHopeline for King County



**New Beginnings strives to build a meaningful, welcoming, and equitable workplace, inclusive of diverse voices, experiences, and perspectives. We are currently a predominantly white agency, on a committed journey toward racial equity.**



# Priorities for Our Accounting Director



## **The Accounting Director will:**

Provide the vision and leadership necessary to improve the effectiveness of agency financial operations.

Provide analysis of financial reports and financial forecasting to assist the Executive Director and Board of Directors.

Develop monthly agency and program financial statements in accordance with GAAP standards.

Conduct audit and Form 990 preparations.

Collaborate with the Executive Director in preparing budgets.

Implement or delegate a variety of ongoing accounting functions including check disbursements; contract invoicing; bank deposits; cash flow projections; bi-weekly employee payroll; expense coding; income, direct assistance and credit card reconciliations; preparation of investment schedules, tax reports and W-2's, etc.

Clarify a scope of responsibilities for an additional accounting employee; hire and supervise that position.

## **The Accounting Director will serve:**

- On New Beginnings' senior management team.
- As an advisor to the agency Board Finance Committee.
- As a fiscal point of contact for government funders, in partnership with the Deputy Director.

## **Coming Up:**

Opportunities to play a powerful role in shaping New Beginnings' future!



# Ideal Candidate



The ideal candidate will have a Bachelors' Degree in accounting or equivalent experience and education. Ideal candidates will be strong analytic thinkers, have experience with government contract related accounting and facility with MIP or an accounting software that tracks revenue and expenses by fund source. At least 5 years' experience in nonprofit accounting is preferred.

The new Accounting Director will relish working in a collaborative team and will welcome the opportunity to provide strategic leadership.

## Other important qualities include:

- The highest ethical standards.
- Excellent Excel skills.
- Demonstrated technical skills, analytic ability, and good judgment.
- Strong operational/systems focus.
- Strong organizational skills, attention to detail and ability to meet deadlines.
- Excellent oral and written communication skills, and ability to communicate financial information to various stakeholders in a clear and organized way.
- Investment in New Beginnings' mission to end domestic violence and commitment to promote equity.



## How to Apply

### Open Until Filled

- Email resume and cover letter to [info@newbegin.org](mailto:info@newbegin.org).
- Please address in your cover letter **your interest** in this position and our mission, and how **your experience** is a fit with these criteria.

**Questions about this position are welcomed and may be addressed to Susan Segall, New Beginnings' Executive Director at [info@newbegin.org](mailto:info@newbegin.org).**

We welcome people from all cultures and backgrounds, and we strongly encourage applications from survivors of domestic violence, Black, Indigenous, and People of Color communities, people with disabilities, members of the LGBTQ+ community, and people from other underrepresented and historically marginalized groups.