POSITION OPENING
Accounting Manager – Pacific Beach, WA

Position Title: Accounting Manager
Reports To: Executive Director

Job Level: Non-Exempt
Supervises: None

Hours: Full-time (3/4 time minimum)
Compensation: DOQ

POSITION SUMMARY
The accounting manager is responsible for the overall financial health and accounting transaction processing. Taala Fund is a small operation, so the position encompasses high-level duties such as audit, preparing budgets and reporting to the board through processing transactions like payroll, expenses and doing bank reconciliations. Also, since Taala is a small team, all positions are called upon to help in other areas to meet deadlines and deliver exceptional services. Taala Fund is a loan fund and is grant-driven so much of the responsibilities focus around the accounting and financial health of the loan portfolio and maintaining compliance with the grant awards. The finance manager is a key thought leader and will recommend policy improvements or changes to strengthen the integrity of Taala Fund’s financial functions. The accounting manager ensures that Taala Fund’s accounting system is functioning accurately — with integrity, accountability and according to applicable federal, funding agency and internal policies.

DUTIES AND RESPONSIBILITIES:
See attached Job Description or request one at ncharley@quinault.org.

Compensation: Depends on Qualifications.

Deadline to Apply: Monday, September 14, 2020 or until filled.

• Submit a letter of interest with attached resume and three complete references to:
  Taala Fund, PO Box 702, Taholah, WA 98587 or by email at ncharley@quinault.org.
• If selected for an interview, we will contact you to schedule the interview. Subsequent interviews may be required.
• For a full job description, contact Taala Fund at (360) 276-0118 or email Natalie at ncharley@quinault.org.

Taala Fund is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, disability, or any other basis protected by federal, state, or local law.