



Position Announcement

Accounting Manager

South Park Senior Citizens - Seattle, WA 98108

25-28 hours/weekly - flexible schedule, hybrid

Start date for this position: March 2, 2026

SPSC is located in the South Park Neighborhood Center, in the heart of South Park where we provide services in a historic brick fire station. SPSC works to support seniors as they explore healthy and active lives. Our participants are primarily of Asian and Hispanic descent, many are navigating language and cultural barriers, and most are living at, or below, the poverty line.

SPSC is a vibrant place for community to gather, friends to be made, and culture to be celebrated. Our seniors gather to enjoy homemade meals, singing, dancing, exercise classes, education and learning opportunities, and cultural events. As many of our seniors are living vulnerable lives, SPSC is also a place where they can receive social services support, medical access, and transportation resources.

SPSC partners with, and is funded by, King County and the City of Seattle as we work together to meet the needs of our community. SPSC has many affiliations and partnerships within the human services and non-profit sectors as we collaborate to bridge gaps in services, meet overlooked needs with the community, and grow aspects of equity and inclusion.

SPSC is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, or any other legally protected status.

Position Summary

In partnership with the Executive Director, the Accounting Manager will ensure and advance SPSC's professional management and fulfillment of Generally Accepted Accounting Principles as they align with the financial health of the organization, as well as the fulfillment of contract requirements. In addition, the Accounting Manager will partner with the Executive Director regarding aspects of donor management. The Accounting Manager will focus on strengthening institutional capacity and fulfilling the objectives of the organization's growth and evolution by demonstrating strategic thinking, creative problem-solving, discretion, and good judgment.

Key Responsibilities

- Assist the Executive Director in the development of the annual organizational budget; perform periodic budget review and analysis
- Prepare schedules and reconciliation documentation for annual Financial Statements & 990
- Prepare payroll and employee benefits monthly
- Prepare quarterly payroll and excise tax reports
- Manages the monthly and year-end closing process
- Maintain general ledger and conduct ongoing account analysis
- Ensure appropriate journal entries are prepared to reflect proper financial recognition of operational transactions
- Enter invoices; prints checks
- Review monthly reconciliation/tracking spreadsheets for balance sheet accounts
- Prepare monthly financial statements and other related reporting
- Conduct bank reconciliation activity and cash position analysis; prepare and make deposits
- Work closely with department managers on financial inquiries and provide internal financial statements, and other ad hoc reports, as requested
- Ensure accounting policies and procedures are up to date with emphasis on internal controls and develop corresponding Standard Operating Procedures documentation
- Works with Executive Director to ensure pledges and donations are accurately posted in both QuickBooks and Little Green Light; additional Advancement duties as needed
- Oversee physical office environment for organization, supplies inventory, etc.
- Pursue, and participate in, ongoing professional training to ensure growth and evolution within the workplace
- Streamline processes for efficiency and effectiveness
- Prompt and consistent attendance during scheduled working hours
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Performs all other tasks as assigned by the Executive Director

Cultural Competence

Actively work with staff to undo institutional racism, build cultural competence, create a safe space of belonging, and celebrate the diversity within our Center and community.

Qualifications & Requirements

- A college level degree in accounting with a minimum of 5 years of accounting experience OR a combination of education/experience required
- Highly proficient with QuickBooks and Google Suite applications; donor database proficiency.
- The ability to juggle demands, prioritize, and follow through to timely completion
- Desire for learning and mastery regarding presently required job skills as well as to enlarge the scope and professionalism of this position
- Excellent interpersonal, organizational, written, and verbal communication skills
- Manage sensitive matters effectively and with diplomacy, establishing a high degree of trust through personal integrity and the integrity of SPSC
- Ability to operate office equipment, troubleshooting when necessary
- Strong driving record with current Washington State driver license
- Legally eligible for employment in the United States
- Ideal candidates embrace and embody the five core values of the organization: community, compassion, respect, integrity, and cultural competence

Reports To: Executive Director

Location: Onsite and/or virtual as it best aligns with role requirements

Schedule: Hourly, non-exempt, 25-28 hours weekly; flexible and discretionary work schedule

Rate of Pay: \$34 hourly, plus annual bonus based on employee's and organizational performance

Benefits: \$350-\$375 approximate monthly Medical Incentive stipend; based on hours worked, work laptop provided, staff meal when working onsite during meal programming

Paid Sick Leave: 1 hour of sick leave accrued per 40 hours worked

Paid Vacation: 93-110 hours annually based on hours worked, monthly accrual

Paid Holidays: SPSC recognizes 13 holidays annually + paid time for Center closure the last week of each year

This is an at-will position.

Note: All employees are subject to an annual Criminal History Background Check and must complete a Criminal History Self-Disclosure Form.

Although all strong candidates will be considered, SPSC encourages people of color, people who speak multiple languages, and people with a lived immigration experience, to apply. South Park Senior Citizens is a 501(c)3 organization. We are committed to diversity, equity, inclusion, accessibility, racial and social justice.

If interested in this position, please send your resume to recruiting@spseniors.org