



Dispute Resolution Center OF THURSTON COUNTY

Finance Manager

Job Description

The Dispute Resolution Center empowers people to resolve their disputes by providing direct conflict resolution services and training community members in those skills. We envision a South Sound community that has and uses healthy and respectful conflict resolution skills. We value personal empowerment, integrity, respect, collaboration, civility, and trust.

Our story in Thurston County began in 1990 with the simple notion that residents can settle their own disputes and learn effective communication skills with the help of other residents who have learned practical, teachable and highly effective skills as neutral facilitators. The Dispute Resolution Center of Thurston County is one of 21 DRCs serving the citizens of Washington State.

RESPONSIBILITY

The Financial Manager's responsibility is to conduct and manage the financial activities of the DRC as described below.

DUTIES

- Process payroll one time per month for DRC employees (currently 10) from approved timesheets. Make monthly Federal tax deposit. Process necessary deductions for employee and employer taxes, employee paid health insurance, as well as any employee and employer 403(b) contributions as determined by Agency Personnel Policies and Procedures.
- Prepare annual W2's for employees and W2/W3 filing with IRS.
- Support administration of employer health insurance benefit: calculate employee and employer portions of health insurance, deduct appropriate amounts from employees' gross pay, and process payments to the health insurance company.
- Process quarterly payroll taxes including State Unemployment Insurance, State Labor and Industries, and Federal 941 form.
- Process accounts payable twice a month from documentation that is approved by the Executive Director or other designated staff or board member, following the organization's approved financial policies and procedures. Accounts payable will be classified to the appropriate funding source so that adequate financial reporting can be captured each month. Accounts payable includes annual processing and filing of 1099 and 1096 forms.
- Process accounts receivable, including: preparing monthly invoice for Resolution Washington from expenses obligated to this fund and recorded as such in the chart of accounts and grant classification; making up to four deposits each month; and invoicing municipal contracts one time per quarter.
- Conduct account reconciliations for the business credit card account, investment accounts and the business checking account.

- Prepare financial reports for the Executive Director to present to the Board of Directors monthly. Reports shall include: fund balance report for grant funds, profit and loss statement, and balance sheet.
- Compile reports to provide to tax professional for preparation of annual Federal 990 tax return.
- Communicate with CPA to manage adjusting journal entries or changes to process up to 10 hours per year.

Responsibilities not included in this position:

- Research, selection, and contract negotiation for employer provided health insurance.
- Management, tracking, and reporting for 403(b) accounts.
- Preparation of annual financial statements for audit, review or compilation by outside CPA.
- Preparation and submission of annual Federal 990 tax return.

REQUIRED SKILLS AND ABILITIES

- Excellent attention to detail, organization, time management, and follow-through;
- Effective verbal and written communication skills.
- Education credits and experience using accounting principles and financial systems.
- Patience and kindness with language, educational barriers and cultural or other differences.
- Commitment to maintaining confidentiality of private and privileged information;
- Experience with computers, with demonstrated proficiency in QuickBooks Online and the Microsoft Office suite.
- Desirable but not required: professional certification as a CFA/CPA or similar.

CONDITIONS OF EMPLOYMENT

This is a permanent, part-time, position at 10 hours per week, reporting to the Executive Director. The daily work schedule is flexible but must be arranged with the Executive Director. The Dispute Resolution Center is an Equal Opportunity employer.