

Finance Manager

Job Description

The Dispute Resolution Center of Thurston County (DRC) 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.

With the roots of community mediation included in the 1964 Civil Rights Act, the story of the DRC in Thurston County began in 1990 with the simple notion that residents can settle their own disputes and learn effective communications with the help of others who have learned practical, teachable and highly effective skills as impartial facilitators. The DRC is one of 21 DRCs operating independently and collaboratively to serve Washington State. We currently have a staff of 10 and a team of 150 volunteers.

REPORTING

The Finance Manager is hired by and reports to the Executive Director.

POSITION OVERVIEW

The Finance Manager provides leadership for the DRC's financial and administrative functions, ensuring compliance, accountability, and strong internal systems. This role oversees contracts, licenses, and financial activities, and provides financial insights and regular reporting to support the Executive Director. In addition to core accounting and compliance tasks, the Finance Manager plays a key role in strengthening systems, assessing and meeting accounting system needs, and ensuring that department leads have timely, usable financial information. The position manages revenue tracking, accounts receivable/payable, payroll, and operational support functions. The Finance Manager supports the Executive Director, serves as a financial liaison as needed, and works in partnership with external professionals (e.g., CPA/auditor) to balance hands-on implementation with system-level oversight.

Ideal Candidate

The ideal candidate brings strong non-profit accounting expertise and the ability to translate financial data into clear, actionable insights for non-financial staff. They are proactive, detail-oriented, and collaborative, with a commitment to mission-driven work and continuous learning.

ESSENTIAL RESPONSIBILITIES

Manage Financial Activities

- Develop and implement fiscal operations policies and procedures.
- Provide financial management insights to support the Executive Director in decision-making and strategic planning.
- Generate regular financial reports for program leads to support departmental oversight and budget management.
- Assess and improve accounting system needs in coordination with the Executive Director.
- Process payroll, Federal tax deposits, and all required deductions.
- Prepare annual W-2s, W-3 filings, and quarterly payroll tax reports.
- Administer employer health insurance benefits and 403(b) contributions.
- Manage accounts payable and accounts receivable in compliance with financial policies.

- Conduct reconciliations of all bank, credit card, and investment accounts.
- Prepare financial reports for audits and annual 990 tax filing; liaise with external financial professionals for adjustments and specialized processes.
- Complete required reporting for the Department of Revenue and other state agencies.
- Conducts internal compliance reviews to ensure adherence to organizational fiscal policies.

Support Revenue Tracking

- Fulfill requests for invoicing.
- Process mediation and training payments received online, by mail, by phone, or in person.

Manage Contracts and Licenses

- Oversee contract-related invoicing and reporting in collaboration with the Executive Director.
- Ensure compliance with all funder and regulatory requirements such as:
 - Washington State DSHS Access and Visitation funding
 - Washington Secretary of State charitable registration and corporate filings
 - Washington State and City of Olympia business licenses
 - Thurston County grants and/or contracts
 - Local municipality grants and/or contracts
 - Washington State Bar Association Continuing Legal Education
 - Office of the Superintendent of Public Instruction Clock Hours

Provide Operations Support

- Support general organizational operations and systems to ensure efficient day-to-day functioning.
- Coordinate with contractors for office operations (supplies, copier lease, janitorial services, etc.).
- Purchase and maintain adequate office supplies.
- Collect mail regularly.

EDUCATION AND EXPERIENCE

Required

- Bachelor's degree in accounting, finance, business administration, or a related field, OR equivalent professional experience.
- At least 3–5 years of progressive experience in financial management or accounting.
- Experience with QuickBooks (or similar accounting software).
- Demonstrated experience with payroll, accounts payable/receivable, reconciliations, and federal/state reporting.
- Familiarity with nonprofit fund accounting and grants/contracts management.
- Strong proficiency with accounting software and Microsoft Office/Google Workspace tools.
- Ability to generate clear, accurate financial reports and explain them to non-financial staff and board members.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Commitment to equity, inclusion, and collaborative teamwork.

Preferred

- Master's degree in accounting, finance, or public/nonprofit administration or a CPA license or equivalent advanced financial certification.
- Experience working in a nonprofit setting.
- Knowledge of Washington State employee benefits systems (e.g., unemployment insurance)
- Experience supporting leadership teams with financial forecasting and scenario planning.

EXPECTATIONS OF TEAM MEMBERS

- All individuals take **responsibility** for their words, thoughts, and actions (or lack thereof).
- All individuals show **commitment** to the vision of the organization and see how their work contributes to the whole without the need for additional, individualized financial incentives.
- All individuals are committed to **collaborating** and operating in good faith with one another. We celebrate one another's successes and support one another's areas of growth.
- All individuals are committed to the stewardship of **diversity, equity, and inclusion**, organizationally, and in our provision of services for the community.

CONDITIONS OF EMPLOYMENT

This position is semi-flexible at **35 hours per week**. The salary range is between **\$31.25 - \$36.00** per hour, depending on qualifications and experience. Pro-rated benefits offered include health coverage, holidays, personal leave and agency-match contributions into a 403(b) retirement account up to 3% of the position's pre-tax salary. A hybrid remote and onsite work schedule may be arranged with the Executive Director in alignment with organizational protocols.

The DRC is an equal opportunity, at-will employer, which means that you or the DRC may terminate your employment at any time, for any or no reason. All new hires must successfully complete a 90-day probationary period, after which the decision to continue your employment will be made.

The DRC celebrates diversity and is committed to a respectful, inclusive, and harassment-free workplace. We provide equal employment opportunities to all applicants and teammates regardless of any protected status under federal, state, or local law.

Per RCW 43.43.834, applicants are asked to complete a disclosure questionnaire to be used in determining the character, suitability, and competence to perform in the position applied. This includes disclosure of professional complaints, investigations, revocations of certifications, degrees or duties. Supplying false information, including omission of a material fact, may result in denial of employment. Applicants must consent to a background check for employment purposes.

APPLICATION PROCESS

Please submit a **cover letter, resume, and three references** (two of which must be current or former supervisors) to:

adominguez@mediatethurston.org

Subject: Finance Manager Position

Attention: Elizabeth Drake, Executive Director

Applications will be reviewed as received through April 17 at 5:00 p.m. PST. Incomplete applications will not be considered.