

Accounting Manager/Controller (DOE/Q)

Location: Friday Harbor, WA (local preferred; hybrid possible)

Hours: Approximately 10-15 weekly or 40-60 hours per month, with flexibility during year-end

Status: Non-Exempt, Part-time hourly

Reports to: Executive Director

Position Overview

Friends of the San Juans seeks an experienced, detail-oriented **Accounting Manager** to manage both the day-to-day accounting operations and the organization's financial systems and processes. This role is responsible for transactional bookkeeping, monthly reconciliation, financial reporting, internal controls, grant and restricted fund accounting, and coordination of reporting.

The **Accounting Manager** serves as the organization's primary accounting professional and works closely with the Executive Director and Board to ensure accurate financial records, strong internal controls, and compliance with nonprofit and best practice accounting standards. Please note that other members of the Operations Team (including the Executive Administrator, Data and Gifts Administrator, and Deputy Director) will contribute to the successful achievement of the position's core responsibilities.

Organizational Profile

Friends of the San Juans protects this special archipelago in the heart of the Salish Sea, the San Juan Islands, Washington. *Friends* is an innovative and effective force and catalyst for environmental protection, with expertise in restoring shoreline and nearshore habitats, addressing marine vessel traffic risks and impacts, such as oil spill prevention, influencing policies for healthy waters and resilient lands, and inspiring supporters across generations to become protectors.

Founded in 1979, *Friends* is a trusted community-based advocate for environmental protection, with membership comprising 10% of San Juan County. *Friends* brings people and nature together through education, science, policy, and law. *Friends* envisions a future where the San Juan Islands and the Salish Sea thrive as a sanctuary of biodiversity and sustainability, fostered by a community deeply connected to and actively protecting this special place.

Responsibilities

Day-to-Day Accounting & General Ledger

- Record and code all financial transactions in QuickBooks Online and ensure all expenses and revenues including grant deposits (average 75 to 125 transactions per month) and donations (donation amounts vary depending on the time of the year) are properly allocated by class and customer/grants to ensure streamlined invoicing and reimbursement processes
- Maintain and manage a clean, auditable chart of accounts and organized supporting documentation for all transactions in keeping with document retention policies
- Manage document retention processes for all financial and operational materials
- Establish, document, and maintain best practice internal controls and accounting procedures

Monthly Reconciliations & Financial Reporting

- Complete monthly reconciliations for the checking and savings accounts, credit card, and investment accounts
- Resolve discrepancies or unusual transactions with proactive communication to leadership
- Support the Executive Director and Finance Committee with financial analysis and reporting including preparing monthly financial statements, including balance sheets, profit and loss, and budget vs. actual reports
- Provide dashboards and variance analysis with clear explanations
- Monitor cash flow and prepare cash flow management tools and forecasts

Yearly Compliance & Reporting

- Ensure financial records comply with GAAP and nonprofit accounting standards
- Prepare schedules and documentation for year-end financial review, Form 990 preparation, and state charitable reporting; serve as liaison with external accountants and bank
- Track finances and allocations related to corporate structure, direct and grassroots lobbying in payroll, monthly closing, and 990, and state of Washington nonprofit reporting
- Contribute to organizational risk management planning and monitoring, ensure compliance with organizational policies
- Ensure records are audit-ready and retained according to organizational policy, and facilitate financial controls review

Revenue, Grants, & Restricted Funds

- For donations, ensure synchronization with fundraising CRM
- Track grant revenue (approximately 40 sources) and compare to invoicing submitted
- Monitor grant and program budgets and alert management to potential variances or compliance issues to support budget management

Payroll, Insurance, & Associated Benefits Administration

- Run bi-weekly payroll (12+ staff) through QuickBooks Online; allocate payroll costs to by class and customer/grants; ensure compliance with state and federal employment requirements
- Review and pay staff expense reimbursements
- Track and manage accrued liabilities, including PTO
- Oversee procurement of insurance and assess coverage regularly with management and administer employee benefits in coordination with the Executive Director, including Health insurance enrollment, retirement plan contributions, renewals, and employee changes
- Coordinate onboarding and offboarding processes related to payroll and benefits; serve as the primary point of contact for personnel benefits and confidential employee records

Other duties as assigned

Ideal Candidate Profile

A strong candidate will have:

- 3 to 10+ years of accounting experience
- Strong proficiency in QuickBooks Online
- Experience with grant-funded organizations and cost allocation
- Experience administering payroll and benefits
- Solid understanding of GAAP and nonprofit financial reporting
- Strong internal control mindset and attention to detail
- Ability to work independently and manage monthly close and deadlines
- Clear, professional communication style with management and Board members
- Comfort operating in a professional nonprofit organization with both hands-on and oversight responsibilities

To Apply

Please send a cover letter and resume (all in one pdf file) to hiring@sanjuans.org. This position is open until filled. Applicants that apply by March 29 will be given priority review. A skills exercise and references will be requested from final applicants.

At-will: Friends is an employment at-will organization.

Work Type Classification: Hybrid*

The primary work location for *Friends'* employees is at the office in Friday Harbor, Washington. Island-based employees may choose to work remotely for a portion of their hours, but employees are expected to be physically present, during business hours for a majority of their work hours, at Friends designated locations (the office, *Friends'* events, field work, and/or approved non-commuting work travel). Schedule flexibility available between 9am to 5pm. ***Employees who live outside of San Juan County are required to be in the office at least two days per month.**

Compensation and Benefits

- Hourly rate: \$38 to \$50 per hour, commensurate with experience
- Flexible schedule with increased hours during monthly close, audits, and year-end

Physical Requirements

- Ability to sit for extended periods of time while working at a computer.
- Frequent and repeated use of hands and fingers for typing, data entry, and operating office equipment.
- Ability to view computer screens and read documents, including financial reports and spreadsheets.
- Ability to communicate clearly in person, by phone, and through electronic means.
- Occasional standing, walking, bending, or reaching in an office environment.
- Ability to lift or move files, boxes of documents, or office materials typically weighing up to 10–25 pounds.
- Ability to maintain focus and attention to detail while performing analytical and data-review tasks.

We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria, if you believe you are the right person for this professional role, we encourage you to apply.

Friends' core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants are provided with equal opportunities without regard to race, color, national origin, ancestry, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender or gender identity or expression, genetic information, or any other factor that is not related to the position. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. After all, the more inclusive we are, the better our work will be.