



## THE OPPORTUNITY

TeamChild seeks a Staff Accountant & Business Operations Manager. This position is a key member of TeamChild’s Finance and Administration team, which plays a critical role in helping TeamChild realize its ambitious growth and impact goals. The Staff Accountant & Business Operations Manager ensures smooth day-to-day operations of the organization by following generally accepted accounting protocols and policies, including timely recording of financial transactions and researching financial transactions and accounts ensuring best practices are being used, drafting client cost reimbursement invoices, supporting audit-related activities, and supporting the daily business-related operations of the organization. The Staff Accountant & Business Operations Manager ensures there is high-quality and accurate data and confidentiality of all financial and personnel information. There are many exciting opportunities for growth beyond the following primary responsibilities.

## WHO WE ARE

Headquartered in Seattle, with regional offices in Pierce, Spokane, and Yakima counties, TeamChild is a nationally recognized nonprofit organization providing civil legal aid to vulnerable youth across Washington State. The mission of TeamChild is to uphold the rights of youth involved, or at risk of involvement, in the juvenile legal system. TeamChild works to help youth secure the education, healthcare, housing, and other supports needed to achieve positive outcomes in their lives. TeamChild believes that racial and other social identities should be respected and affirmed. In support of this belief, an equitable and inclusive organization is being built. Staff, volunteers, and board members are being given the tools to address institutional racism and other forms of oppression. This commitment provides a foundation for empowering the youth and families; ensuring they are justly represented and their desires are amply fulfilled.

## HOW TO APPLY


Interested applicants should email a resume and concise cover letter to [jobs@teamchild.org](mailto:jobs@teamchild.org) using the following file naming convention: “[Last Name] - Letter” and [Last Name] – Resume.” Please include the job title and your last name in the subject line of the email. Also, please note how you learned of this opportunity.

*All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, and/or intersex are particularly urged to apply. TeamChild is an Equal Opportunity Employer and is committed to promoting an environment free of barriers and discriminatory practices for its clients, Board, and staff. TeamChild encourages applicants from all protected classes including those based on race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental, and physical abilities.*

**Vision**  
Young people have power and experience belonging at school, at home, and in their communities

**Values**  
**Centering youth** – We take bold, creative action in support of young people’s self-determination.  
**Wholeness** – We give and receive real support and care for ourselves, clients, and communities. We bring our whole selves to work.  
**Accountability** – We operate from an anti-oppression foundation. We act with integrity and intentionality and encourage each other to be better every day.  
**Anti-racism** – We operate with anti-racist principles to undo and end all intersecting forms of oppression.

King, Pierce, Yakima and Spokane  
 Founded in 1996  
 Budget \$3.5m  
 35 FTE



**Salary & Benefits**  
 \$70,000 - \$75,000 DOE  
 Medical, Dental, and Vision coverage, generous PTO, long/short term disability, 403b, work flexibility.



## Staff Accountant & Business Operations Manager TeamChild

TeamChild is a nationally recognized nonprofit legal aid organization serving youth across Washington State, with office locations in Seattle, Tacoma, Yakima, and Spokane. TeamChild's mission is to uphold the rights of youth involved, or at risk of involvement, in the juvenile legal system to help them secure the education, healthcare, housing and other support they need to achieve positive outcomes in their lives. We have three mutually reinforcing program strategies: legal services, policy advocacy, and training and community education. Core to all of our work is our legal services program, which reaches youth 12-24 years old in four of Washington's largest counties as well as youth incarcerated or recently released from our state's juvenile prisons and community facilities. Our clients are youth and young adults entangled in juvenile court and the child welfare system that need civil legal advocacy to prevent homelessness, access education and employment, and for their basic health and other needs to be met. In our work, we also aim to move systems away from exclusion, punishment, arrest, and incarceration towards more effective and community-based strategies that address root causes and provide culturally meaningful and developmentally appropriate support and opportunities for young people.

At TeamChild we believe that racial and other identities should be respected and affirmed. In support of this belief, we are building an equitable and inclusive organization and providing our team of staff, volunteers, and Board members with the tools to address institutionalized racism and other forms of oppression. All members of our team are responsible for providing and supporting an equitable and inclusive work environment that will enrich our interactions with each other and our products and services. This responsibility provides the foundation for serving our clients and their families, so their needs are justly represented, and their desires amply fulfilled. For more information about TeamChild, see [www.teamchild.org](http://www.teamchild.org).

### **CULTURE**

TeamChild is a unique, values-driven organization that is boldly committed to creating and maintaining a work environment that supports collaboration, inclusion, shared-accountability, distributed power, and non-hierarchical operations. At its core, TeamChild fights for effective solutions and community-driven strategies that nurture and develop the health and wellbeing of young people, instead of exclusion and incarceration. Individuals who work for TeamChild are naturally aligned with:

- A commitment to anti-racism, anti-oppression, and intersectional equity analysis.
- A focus on relationship building.
- An ability to listen with an open mind and a deep commitment to including and respecting diverse viewpoints.
- Values collaboration and inclusive decision-making.
- A proactive, passionate, and collaborative attitude.
- A foundation of self-awareness that provides space for learning and growth.

### **JOB OVERVIEW**

This position is a key member of TeamChild's Finance and Administration team, which plays a critical role in helping TeamChild realize its ambitious growth and impact goals. The Staff Accountant & Business Operations Manager ensures smooth day-to-day operations of the organization by following

generally accepted accounting protocols and policies, including timely recording of financial transactions and researching financial transactions and accounts ensuring best practices are being used, drafting client cost reimbursement invoices, supporting audit-related activities, and supporting the daily business-related operations of the organization. The Staff Accountant & Business Operations Manager ensures there is high-quality and accurate data and confidentiality of all financial and personnel information. This position reports to the Director of Finance & Administration.

There is some flexibility in this position for the opportunity for both remote work and work from our King County office in Seattle. A flexible work schedule may be arranged with the Finance & Administration team.

## **SCOPE OF WORK**

### **Accounting/Finance (85-90% of time)**

- Process and record day-to-day financial transactions including – accounts payable, accounts receivable, and deposits of monies received
- Complete monthly reconciliation of QuickBooks with donor database in coordination with fundraising team
- Prepare month-end journal entries for Director of Finance & Administration's review and approval
- Update monthly cost allocations pertaining to funding and programmatic work
- Complete monthly reconciliations of banking, credit card, asset and liability accounts as well as investment accounts
- Track restricted funding and releases
- Create monthly and quarterly client cost-reimbursement invoices
- Prepare monthly accruals report
- Complete annual tax filings with State & local tax entities
- Assist with annual audit and IRS Form 990
- Prepare issuance of annual IRS Form 1099 and transmittal form 1096
- Coordinate with HR to update payroll system with accounting-related accruals, rate changes, etc.
- Maintain electronic and physical records relating to finance
- Maintain accounting policies and procedures and suggest modifications and/or updated policies and procedures as needed
- Prepare analyses and researching questions as requested by the Director of Finance & Administration
- Support other accounting and finance related activities as needed

### **Business Operations (10-15% of time)**

- Complete annual business-related filings
- Manage collection & retention of tax and legal compliance-related policies from board & staff members
- Collaborate with leadership of different offices & departments and the Director of Finance & Administration to support facilities and equipment, including purchasing, leasing and relocating (e.g. office space and equipment leases, office moves, equipment purchases and leases, furniture, etc.)

- Serve as Seattle office liaison with building management and staff/department needs
- Support other business-related activities as needed

## **REQUIREMENTS**

### **Qualifications and Experience:**

- Solid knowledge of accrual accounting and General Accepted Accounting Principles, and the ability to communicate accounting language & concepts with non-accounting professional colleagues within the organization.
- Ability to establish accounting priorities, manage the completion of multiple tasks with hard deadlines on time and accurately
- Excellent organizational skills and attention to detail
- High level of professionalism and ethical standards. Demonstrates confidentiality in all financial and personnel related dealings
- Strong teamwork, problem solving, and customer service skills are critical, including maintaining strong and open communication with members of the Finance & Admin team
- Required minimum 2-year associate degree in accounting or equivalent amount of accounting coursework or certification; 4-year accounting degree a plus
- Required 3-5 years of experience in accounting; non-profit accounting experience a plus
- Intermediate to advanced skills with QuickBooks Desktop preferred
- Proficient and experienced with Adobe Acrobat and Microsoft Office applications; particularly Word, Excel, pivot tables in Excel, Outlook, and OneDrive
- Comfort with and competency in online vendor websites, applications, and customized databases
- Committed to working in alignment with TeamChild's values around anti-racism and undoing other forms of oppression
- Ability to communicate effectively and respectfully with people of different race, ethnicity, age, gender, sexual orientation, religion, ability, and socio-economic circumstances
- Values cultivating authentic, respectful relationships with colleagues

## **COMPENSATION AND BENEFITS**

TeamChild is committed to providing employees with a competitive salary and benefits package. This position is full-time and exempt, with a salary range of \$70,000 - \$75,000, depending on experience. TeamChild offers full benefits including medical, dental, vision, Employee Assistance Programs (EAP), generous paid time off, long-and short-term disability, life insurance, and the option to set up a Flexible Spending Account (FSA) and a 403(b) retirement account.

Candidates whose experience would place them below \$75,000 on TeamChild's compensation scales may be eligible for additional years of experience credit based upon the candidate's lived experience with systems of oppression reflective of our clients' experiences. This encompasses the candidate's own significant interactions in the systems, particularly if you were impacted by low income or lack of financial resources at that time: Juvenile Courts, Prior incarceration, Foster Care, Housing Instability or Homelessness, Long-term or regular patterns of school exclusion (for example, frequent suspension, long-term suspension or expulsion), Barriers to accessing adequate Special Education services, Barriers to accessing adequate Behavioral Health Care services, and/or Barriers to navigating the immigration system. Additional lived experience not listed may be considered.

## **TO APPLY**

Please email a concise letter of interest and resume to [jobs@teamchild.org](mailto:jobs@teamchild.org) using the following file naming convention: “[Last Name] - Letter” and [Last Name] - Resume” Please write “Staff Accountant & Business Operations Manager” and your last name in the subject line and let us know how you learned of this position. Position open until filled, with a priority based on applications received before September 2<sup>nd</sup>, 2022. Before submitting your application, please check TeamChild’s [website](#) to make sure that this position is still open.

## **WORK ENVIRONMENT**

TeamChild’s main office is generally open on weekdays between the hours of 9 a.m. and 5 p.m. and is located in the Chinatown/International District of Seattle. The physical demands and work environment described below represent those required and encountered by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to input information into a computer for long periods of time.
- Able to remain stationary for extended periods.
- Able to assess information communicated through a computer.
- Able to work some evenings, weekends, holidays, and extended hours in occasional emergent circumstances.
- Able to travel locally as needed.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. TeamChild reserves the right to change the description and/or posting at any time without advance notice.