

SUPERVISOR

Finance Director

CLASSIFICATION

Full-Time, Hourly

STARTING SALARY RANGE

**\$35.00 – \$40.00 Hourly
DOQ/DOE**

LOCATION

**In Office
Richland, WA**

BENEFITS

- **Medical, Dental, Vision Insurance**
- **HRA with Generous Company Reimbursement**
- **12 Paid Vacation Days**
- **Paid Sick Leave**
- **10 Paid Holidays**
- **401 k with Company Match**
- **Employee Assistance Program (EAP)**
- **Public Loan Forgiveness Eligible Employer**
- **Same Day Pay Available with Tap Check Services**
- **8 Paid “Floating Time Off” Hours**

ACCOUNTANT

ORGANIZATION DESCRIPTION

Generational Care is a nonprofit organization dedicated to enhancing the quality of life for individuals in their homes with dignity and compassionate care. Through its key programs, Home Care Services, Mid-Columbia Meals on Wheels, and Healthy Ages. Generational Care provides essential services such as in-home support for seniors, nutrition assistance, meal delivery to those in need, and healthy aging education. With a commitment to preserving independence and promoting well-being, the organization plays a vital role in serving the community and ensuring that older adults can age gracefully in the comfort of their own homes.

POSITION SUMMARY

The Accountant is responsible for supporting the organization's overall financial integrity through accurate and timely accounting operations. This role oversees the preparation of monthly financial statements, maintains reliable accounting records, and administers internal controls and budget processes that safeguard organizational assets. The Accountant ensures compliance with generally accepted accounting principles (GAAP) and applicable regulations while promoting financial transparency, risk mitigation, and sound fiscal management across the organization.

ESSENTIAL FUNCTIONS

- Oversee accounts payable operations, ensuring accurate and timely processing of invoices and disbursements; verify purchases are properly authorized, supported, and aligned with organizational business purposes and mission requirements; monitor vendor contracts and coordinate annual 1099 reporting.
- Oversee accounts receivable activities, including billing, collections, and reconciliation; ensure billings comply with contract specifications and that receivables are collected in a timely manner.
- Oversee all cash receipting processes to ensure funds are accurately recorded, deposited, and reconciled in accordance with internal controls.
- Provide support and oversight for payroll processing, including review of payroll reports, reconciliations, and related financial accuracy.
- Maintain and monitor fixed and capital assets, ensure proper GAAP accounting, tracking, safeguarding, and appropriate business use.
- Oversee inventory control processes, including financial accounting, reconciliation, and reporting.
- Maintain the General Ledger and Chart of Accounts to ensure accurate financial reporting and compliance with GAAP, grant, and contractor requirements.
- Ensure the integrity, organization, and retention of critical operating and financial records.

MISSION STATEMENT:

To preserve and enhance the quality of life for every generation with dignity and care.

GUIDING PRINCIPLE:

It is not about us, it is about the people we serve.

Home Care Services is a program of Generational Care, an SE WA ALTC COG, and Yakama Nation contractor.



Generational Care
Connecting Health, Home and Heart

Programs of Generational Care include Home Care Services, Mid-Columbia Meals on Wheels, and Healthy Ages

Generational Care is an Equal Opportunity Employer.

ESSENTIAL FUNCTIONS CONT'D

- Prepare monthly, quarterly, and year-end financial statements that are accurate, timely, and complete.
- Assist with development and monitoring of the annual operating and capital budgets.
- Serve as the primary liaison and provide documentation and support for internal and external financial audits.
- Ensure compliance with applicable state, local, and federal tax regulations relevant to nonprofit operations.
- Design, implement, and monitor internal controls to safeguard assets, mitigate risk, and ensure financial activities are properly recorded and reported.
- Communicate effectively with internal departments, leadership, and external stakeholders regarding financial information and processes.
- Follow and uphold all organizational policies, procedures, and regulatory requirements.
- As other duties assigned

Gen Care reserves the right to modify, add, or remove duties and assign other duties as necessary, including working in other functional areas to cover absences or relief, to equalize work periods, or otherwise balance the workload.

SKILLS & QUALIFICATIONS

- Ability to read, write, speak, and understand English effectively.
- Demonstrated commitment to the mission, values, and guiding principles of Generational Care.
- Strong knowledge of accounting standards, concepts, and principles, including Generally Accepted Accounting Principles (GAAP).
- Working knowledge of internal control best practices and the ability to consistently apply organizational policies and procedures.
- Proficiency in Microsoft Office Suite, particularly Excel (including formulas, reporting, and analysis), Word, Outlook, and Access.
- Experience with client-server, web-based, or enterprise accounting and financial management systems.
- Strong technical accounting skills, including general ledger management, reconciliations, financial reporting, and payroll processes.
- Ability to accurately prepare financial reports, summaries, and analyses to support leadership decision-making.
- Excellent verbal and written communication skills, with the ability to clearly convey financial information to staff, leadership, vendors, and external partners.
- Strong interpersonal skills with the ability to build and maintain effective working relationships across departments and with external stakeholders.
- Ability to work independently with minimal supervision while managing multiple priorities and deadlines.
- Demonstrated organizational, planning, problem-solving, and decision-making skills.
- High attention to detail and accuracy, including precise data entry and recordkeeping.
- Adaptability and the ability to respond effectively to changing priorities and work conditions.

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EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Accounting, Finance, Business Administration, or related field, or equivalent combination of education and relevant experience.
- Three (3) to five (5) or more years of professional accounting experience, including month-end close and financial statement preparation.
- Experience working with accounting, payroll, and financial software systems preferred.

WORKING CONDITIONS

- Work is performed primarily in a standard office environment with frequent computer use and prolonged sitting. Duties require visual focus, repetitive hand and wrist movements, and occasional standing, walking, bending, and lifting up to 25 pounds. Limited local travel may be required.
- Regular attendance, punctuality, professionalism, flexibility, and accountability are essential. The incumbent must manage multiple priorities, meet deadlines, adapt to changing needs, and work collaboratively with staff, leadership, and external partners while following all organizational policies and procedures.

CONTINGENCY OF EMPLOYMENT

- Acceptable background check and driving record.
- Access to a personal vehicle for business use and proof of insurance.
- Valid Washington State driver's license.

APPLICATION PROCESS

Visit <https://www.GenCare.org/careers> to apply. A Gen Care application is required. Resumes will not be accepted in lieu of an official application but may be attached as supplemental information.

Open until filled. First consideration will be given to applications received by Tuesday February 17, 2025 at 4:00 pm.

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