

## **Finance Manager**

**Department:** Finance

**Reports to:** CEO

**Status:** Full Time, Exempt

### **Position Summary**

Easterseals Washington has been a trusted provider of services for children and adults with disabilities and their families for generations. At the heart of our work is a dedicated team of professionals, volunteers, and supporters who share a common goal: to make a lasting difference in the lives of others. Together, we are building a future where everyone is supported, respected, and empowered to reach their full potential. We are changing the way the world defines and views disabilities by making profound, positive differences in people's lives every day.

Easterseals Washington is looking for a Finance Manager who will be responsible for strengthening and managing the organization's financial operations. This role provides consistent internal financial leadership while actively supporting the day-to-day financial work required to improve systems, reporting accuracy, and operational processes.

The Finance Manager will oversee budgeting, forecasting, cash flow management, grant tracking, financial reporting, and accounting operations while helping build scalable financial systems that support long-term organizational growth.

This is a hands-on role for a seasoned nonprofit finance professional who is equally comfortable developing strategy, improving infrastructure, and working directly within financial systems and operational processes. This role will manage three (3) direct reports and will report to the CEO / Interim Co-CEO's.

### **DUTIES AND RESPONSIBILITIES**

#### **Financial & Accounting Operations & Oversight**

- Manage day-to-day financial operations including reconciliations, month-end close, financial reporting, and accounting workflows
- Maintain accurate financial records in accordance with nonprofit accounting standards and GAAP
- Build, improve, and maintain the organization's general ledger structure and chart of accounts
- Ensure timely and accurate financial reporting for leadership and the Board

#### **Budgeting, Forecasting & Cash Flow**

- Lead organizational budgeting and forecasting processes

- Develop and maintain cash flow projections and financial tracking tools
- Monitor financial performance and proactively identify risks or operational concerns
- Partner with leadership to support financial planning and decision-making

### **Systems Development & Process Improvement**

- Strengthen internal controls, financial procedures, and reporting systems
- Develop scalable financial processes and operational documentation
- Identify inefficiencies and implement process improvements that support organizational growth and sustainability
- Lead implementation and optimization of financial systems and workflows

### **Grant Management & Compliance**

- Oversee grant tracking, restricted fund management, and compliance reporting
- Coordinate audit preparation and support external accountants and auditors as needed
- Ensure accurate financial documentation and regulatory compliance

### **Organizational Partnership**

- Collaborate cross-functionally to strengthen organizational financial practices and operational alignment
- Advise leadership through organizational transition, restructuring, and infrastructure development
- Build long-term internal financial capacity that reduces reliance on fragmented contracted support

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### **Required Qualifications**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
- 5+ years of nonprofit accounting or finance management experience
- Strong understanding of nonprofit accounting principles, grant compliance, and restricted funding
- Demonstrated experience improving financial systems, operational workflows, and accounting infrastructure
- Expertise in budgeting, forecasting, and cash flow management
- Strong analytical, organizational, and communication skills
- Experience with nonprofit accounting software and financial reporting systems

### **Preferred Qualifications**

- Experience supporting organizations through growth, operational transition, or restructuring preferred
- Ability to balance strategic thinking with hands-on operational work

**Salary: \$95,000 - \$120,000 per year, full-time, exempt**

**Easterseals Washington offers a benefits package with dental, vision & medical insurance, 403(b) with matching, FSA, paid time off, parental leave, referral program, tuition reimbursements, and employee discounts.**

**This is a hybrid position based in the Seattle State Office.**