



Job Announcement: Accounting Supervisor

SouthEast Effective Development (SEED) is a nonprofit organization founded in 1975. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments in housing, arts, and economic development - with a special focus on residents with fewer opportunities and resources. SEED works in three key areas: Affordable Housing, Arts and Culture (SEEDArts), and Economic Development. Visit our [website](#) for more information.

SEED owns 1,135 affordable apartments and is an active developer of new buildings, helping to meet the need for affordable homes throughout Southeast Seattle. Award-winning SEEDArts manages Rainier Arts Center, Columbia City Gallery, SEEDArts Studios, KVRU 105.7 FM, and a public art program. Through economic development, SEED works to equitably build economic opportunity for the residents and businesses of Southeast Seattle.

About the position

SEED is seeking an experienced and dynamic Accounting Supervisor. This position collaborates with the Director of Finance, department Directors, and the Executive Committee for planning and coordinating all aspects of accounting. The Accounting Supervisor provides leadership on all matters related to expense management including providing account information, departmental guidance, and leadership in the management of departmental budgets.

This full-time position reports to the SEED's Director of Finance, working directly with the Finance Director on overall planning and strategy related to optimizing the accounting functions including A/P, A/R, and Payroll.

SEED acknowledges that Accounting is a key discipline specifically in the areas of internal controls and procedural documentation.

Responsibilities

- Oversee daily transactions, including accounts payable/receivable, general ledger, bank reconciliations, and payroll
- Participate in regular tax audits
- Prepare budgeting reports and forecast revenues
- Manage month-end and year-end closing
- Monitor the daily performance of the accounting department
- Organize financial data into useable information and maintain updated records
- Track the progress of financial and accounting objectives
- Establish accounting policies and procedures, aligned with company's targets

- Ensure compliance with the law
- Manage accounting processes in accordance to GASB

Required Qualifications

- Commitment to racial justice and equity.
- 3 or more years proven work experience as an Accounting Supervisor
- Experience with accounting software (MIP is preferable)
- Strong computer skills, MS Excel in particular (managing spreadsheets, creating charts, and using advanced formulas)
- Desire to work as part of a team and willingness to promote SEED's work.
- Willingness to work out of SEED's headquarters in Seattle's vibrant Columbia City neighborhood.

Desired Qualifications

- BA/BS degree in related field.
- Strong leadership skills
- Passion for strengthening communities.
- Ability to work with minimal supervision – self-motivated and confident.
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds including high level government executives, local community organizations, funders, and Southeast Seattle residents.

Compensation

SEED offers a competitive benefits package, including health, dental and vision insurance, as well as an organizational retirement plan. Annual Salary: \$70,100 - \$75,000 depending on experience.

To Apply

Send a cover letter, resume, and a relevant writing sample in a single PDF to: jperez@seedseattle.org. Please put **"Accounting SUPERVISOR"** in the subject line. This position is open until filled. In fairness to all candidates, SEED is not taking calls from individual applicants.

SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, trans and LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.