



ALTCEW JOB POSTING | 3/8/2021

Position Title: Accounting & Contracts Director

Position Overview

This position is an integral part of our agency and oversees the Agency's financial operations, contracts management, information technology, and facilities. Provides supervision of the Accounting Manager, Contract Monitors, and the IT Manager.

Our teams: Are empowered to work together to solve problems, think critically, and serve those who need our assistance. Our Accounting, Contracts and I.T. teams are highly skilled.

Our Mission: As an Area Agency on Aging we promote well-being, independence, dignity, and choice for older persons and all individuals needing long-term care in our five-county area.

Benefits and Well-Being: This position is full time at 37.5 hours per week. We offer a wide variety of benefits including medical, dental, vision, long-term disability and life insurance. Generous paid vacation and sick leave, 11 paid holidays, Washington Department of Retirement Systems pension/retirement plan and FSA accounts.

Our agency possesses a positive, welcoming environment. We actively pursue wellness, engagement, and diversity. Our employee assistance programs foster health and well-being. Employees are regularly offered opportunities to socialize together, and volunteer in the community.

Minimum Qualifications: Bachelor degree in accounting from an accredited university; CPA preferred. Three years of direct supervisory experience of two or more staff. Three years of experience with governmental and fund accounting, contracts management and information systems management preferred. Must pass a criminal background check.

Apply at: www.altcew.org/employment-opportunities. Call 458-2509 for assistance in applying.

Salary Range: \$73,927 - \$85,733 starting, negotiable

Application Deadline: May 31st @ 5:00 p.m. Position will be posted until filled.

Diverse applicants encouraged to apply.

Key Essential Functions

- Provides oversight of accounting functions and financial operations.
- Implements Agency policies and procedures and coordinates annual audits.
- Drafts ALTCEW's annual general operating budget and allocations to ALTCEW sub-contractors.
- Coordinates annual audit of financial statements and bi-annual accountability audit.

- Manages the Agency's contracted services operations and care coordination fee-based services.
- Responsible for review and analysis of State/Federal contracted services standards and policies.
- Represents ALTCEW on State and Local work groups and committees associated with contracted services.
- Oversees computer, telephone services and data management for Agency operations.

Key Skills, Knowledge, and Abilities

Knowledge of regulations, principles and practices governing cost accounting, governmental and fund accounting, cost allocation, and general budgeting. Ability and skills to prepare budgets and financial reports. Knowledge of regulations, rules, principles and practices governing contracted services in Washington State; Knowledge of the principles and practices of social service program monitoring, fiscal monitoring, evaluation, quality assurance and data reporting. Knowledge of bidding processes and procedures to maintain compliance with service procurement regulations.

[Full job description available.](#)