



Olympic Area Agency on Aging Vacancy Announcement Chief Financial Officer

Position: Full Time
FLSA Status: Exempt

Salary Range: \$66,846 - \$87,708 Annually
Reports to: Executive Director

Join a mission-driven team advocating for independence and quality community services for older or disabled adults! The Olympic Area Agency on Aging (O3A) helps older adults and persons with disabilities maintain their dignity, health and independence in their homes, through a coordinated system of home and community-based services for a four county service region on the Olympic Peninsula. O3A is seeking an experienced, organized, and collaborative individual for the position of **Chief Financial Officer**. O3A exempt employees who work full-time enjoy 24 days of annual paid leave (accrual based leave and holidays), medical benefits and retirement plan.

Position Summary: The **Chief Financial Officer (CFO)** directs the fiscal operations of the agency. Ensures O3A's accounting systems are operated and maintained in compliance with funding source and state auditor regulations and procedures. Prepares and submits all agency budgets and financial reporting. Ensures all fiscal operations are conducted within generally accepted accounting procedures. Serves on O3A's Management Team. Supervises accounting department staff. Oversight of payroll and accounts payable processing. Works with management team members to manage employee benefits. Oversight of the fiscal monitoring of sub-contracted agencies. Establishes and maintains banking and county treasurer services.

The successful applicant will have the following qualifications:

Essential Qualifications:

- Bachelor's Degree in business, accounting or related field and four years of experience in a supervisory position managing accounting systems or bookkeepers. CPA or MBA preferred.
- Knowledge of automated accounting systems.
- Experience with government audit requirements.
- Strong fiscal analysis skills.
- Ability to plan, organize and manage an independent governmental finance and accounting system.
- Knowledge of cost and administrative requirements of federal grants.
- Ability to interpret WAC, legislation, program and policy standards.
- Ability to establish and maintain effective working relationships.

Preferred Qualifications:

- Experience in the application of generally accepted accounting principles to daily operations of a public entity.
- Experience in conducting financial analysis and providing fiscal reporting that meets management requirements to the Executive Director, Council of Governments, department/program managers, state auditors and funding entities.
- Experience in the preparation of multiple budgets that meet fund source requirements.
- Experience in oversight of payroll and accounts payable processing, and in the selection and administration of employee benefits.
- Ability to act as O3A's fiscal monitor for identifying the fiscal integrity of O3A contractors.

Software Knowledge: Experience with PC based email, word processing, spreadsheet and data base applications.

Please refer to the Job Description for complete requirements. Contact Carol Ann Laase for application packet: laaseca@dshs.wa.gov; 360-379-5061; or go to www.o3a.org. Applications accepted until the position is filled. Applications received by 5:00 p.m. on Friday, May 31, 2019 will be considered in first review. O3A is an EOE.

This position may require travel within and outside the region.

The Olympic Area Agency on Aging does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, genetic information, marital or veteran status or the presence of any sensory, mental or physical disability and is prohibited from discrimination in such a manner by agency, state law and federal law. Persons needing assistance in the application process may make requests by contacting Carol Ann Laase at laaseca@dshs.wa.gov or (360) 379-5061 / 866-720-4863.