



**POSITION TITLE:** Accounting Manager **Updated:** October 2021  
**GRADE:** (D) **FLSA STATUS:** Exempt  
**REPORTS TO:** Director of Finance

**POSITION SUMMARY:**

The primary responsibilities of this position are to maintain the integrity of the general ledger, train and supervise accounts payable and accounts receivable, prepare various management reports, and draft financial statements. In addition, this position handles special projects as assigned by the Director and provides backup support to the Director for certain finance-related functions.

**ESSENTIAL FUNCTIONS**

1. Supervise and provide direction to staff accountants as to use of time and work priorities as needed, reviewing their work in process and on completion, developing their accounting skills to enable delegation to them of job-related tasks, training them in the use of the computer AR/AP subsidiary system to maximize the effective and efficient use of the system, and cross-training of the AR and AP positions sufficient to provide coverage during vacation and sick leaves.
2. Ensure that all entries to the general ledger are on an accrual basis in accordance with GAAP (generally accepted accounting principles). Prepare journal entries for all other accounting transactions and provide supporting documentation to those entries sufficient for audit purposes.
3. Review, revise as needed, and document accounting procedures, such as maintenance of cash account checkbooks, NSF check handling, non-tenant billing.
4. Provide routine financial information to management. This includes reports on work in process, department expense summaries, parking garage and parking lot revenue statements, etc.
5. Preparation of some of these reports may be delegated to the accounting staff with review and supervision by the Accounting Manager.
6. Timely filing of City of Seattle and Washington State Department of Revenue B&O tax returns.
7. Provide timely reports for WASH LLC, PPM QB3, Market Foundation expense reimbursements, and other monthly external reporting as may be assigned.
8. Preparation of audit work-papers as assigned.
9. Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor of Arts degree in accounting or equivalent experience.
- Four years supervisory experience.
- Four years' experience overall in accounting functions involving all accounting cycles.
- Specific, hands-on experience in balance sheet reconciliations, accounts receivable and accounts payable subsidiary reconciliations to the general ledger, and inter-company/entity reconciliations.
- Proficiency in use of: computerized data base system; Excel or similar application; and word processing software, such as Word.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Work is performed in an office setting which is non-smoking, and subject to temperature variances due to western exposure and non-centralized heating system. Work environment is fast-paced and requires the ability to work under pressure. Work areas are close together due to lack of space and separated by partitions. Job requires the ability to effectively use computer terminals, terminal keyboard, 10-key machine, telephone. Current Position is semi-remote.

**The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.**