POSITION TITLE: Accounting Manager

Updated: February 2022

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.