

# Edmonds Waterfront Center

*Home of the Edmonds Senior Center*

**Connecting & Strengthening Our Community**

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PO Box 717 • Edmonds WA 98020 • (425) 774-5555 • [www.edmondswaterfrontcenter.org](http://www.edmondswaterfrontcenter.org)

Edmonds Waterfront Center Finance Director

**Position Title: Finance Director**

**Department: Finance**

**Status: Exempt, Full-Time**

**Location: Edmonds, WA**

**Reports to: CEO**

**Annual Pay Rate: \$85,000. Employer-paid medical, dental, and vision insurance. Life/disability insurance. Employee Assistance Program. Free parking. Paid holidays and vacation.**

**Position Summary:** The Finance Director is responsible for managing the financial operations of Edmonds Waterfront Center. This includes overseeing budgeting, accounting, financial reporting, and compliance. The Finance Director ensures the organization's financial health and aligns financial strategy with its mission and goals.

## **ABOUT THE ORGANIZATION**

Edmonds Senior Center (DBA Edmonds Waterfront Center) \$2.7M organization. 4,200 members. 49 employees. More than 200 volunteers. The organization operated as the Edmonds Senior Center for 52 years in a waterfront building that exceeded its useful life. A new 26,000 sf building was erected on the site and opened in March 2021. Since its re-opening, the organization has experienced exponential growth.

## **OUR VISION**

A multigenerational, multicultural community hub where everyone feels welcome. A place where activities and programs are fun and engaging, and our services lift people up. The welcoming atmosphere, energy level and caring spirit make it a community gathering place where local and area residents of all ages come to join old friends and meet new ones.

## **OUR MISSION**

To connect and strengthen our community through program services and activities that engage, inspire and support people of all ages.

## **OUR CORE VALUES**

- Lifelong Learning
- Health & Wellness
- Diversity & Inclusion
- A Culture of Respect
- Involvement of Volunteers
- Commitment to Innovation

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#### **Key Responsibilities:**

1. Financial Planning and Budgeting:
  - a. Develop and manage annual budgets in collaboration with the CEO and department heads.
  - b. Monitor and report on financial performance against the budget.
  - c. Provide financial forecasts and projections.
2. Accounting and Financial Reporting
  - a. Oversee all accounting functions, including accounts payable, accounts receivable, payroll, and general ledger
  - b. Prepare and present monthly, quarterly, and annual financial statements.
  - c. Ensure timely and accurate financial reporting to the Board of Directors and stakeholders.
3. Compliance and Risk Management:
  - a. Ensure compliance with all federal, state, and local regulations, including tax filings and audit requirements.
  - b. Develop and implement internal controls to safeguard the organization's assets.
  - c. Oversee the annual audit process and liaise with external auditors.
4. Grant Management:
  - a. Monitor grant budgets and expenditures.
  - b. Prepare financial reports for funders and ensure compliance with grant requirements.
5. Financial Strategy:
  - a. Advise the CEO and Board on financial strategy and planning.
  - b. Analyze financial trends and provide insights for decision-making.
  - c. Develop strategies to manage cash flow and investments.
6. Team Leadership:
  - a. Supervise accounting staff and volunteers.
  - b. Provide training and development opportunities for the finance team.
  - c. Foster a collaborative and high-performing work environment.
7. Fundraising Support:
  - a. Collaborate with the development team to prepare budgets for grant applications and fundraising campaigns.
  - b. Track and report on the financial performance of fundraising activities.
8. Other Duties:
  - a. Participate in strategic planning and organizational development.
  - b. Represent the organization at financial meetings and events as needed.
  - c. Perform other duties as assigned.

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**Review the following must-have requirements and qualifications:**

- Bachelor's degree in finance, accounting, or a related field (master's degree or CPA preferred).
- Minimum of 3-7 years of experience in financial management, preferably in the non-profit sector.
- Strong knowledge of non-profit accounting principles and regulations.
- Proficiency in Quick Books financial management software and MS Office.
- Excellent analytical, organizational, and communication skills.
- Demonstrated ability to lead and manage a team.
- High ethical standards and commitment to the organization's mission.
- Handles confidential information with discretion.
- Excellent organizational skills with the ability to balance and prioritize multiple tasks and requests and meet deadlines. Flexible and adaptable, able to change plans as needed.
- Excellent written and verbal communication skills with the ability to adapt communication based on audience and purpose with inclusivity.
- Listens patiently and attentively. Ability to express self clearly and effectively.
- Works well independently as well as within diverse teams and environments, while treating everyone with respect.
- Employs best practices associated with the position, while displaying an on-going commitment to learning and self-improvement.

**The Edmonds Waterfront Center advocates for equity and inclusion in hiring.**