



## THE CHAMBER

seattle metropolitan chamber of commerce

**Organization:** Seattle Metropolitan Chamber of Commerce  
**Job Title:** Controller  
**Classification:** Regular, Full-time, Exempt  
**Reports To:** Chief of Staff

\*\*\* Our workplace embraces a flexible hybrid work model that allows employees to work remotely and in the office. We understand the benefits of remote work and also prioritize in-person collaboration, valuing the time we spend in our office located in Rainier Tower, downtown Seattle. \*\*\*

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### **Application Instructions**

Please submit your application materials through our online portal. Applications received by other means may not be considered. Applications will be reviewed on a rolling basis, with priority given to application received by **April 19, 2024**.

**Apply online :** [Jobs - Seattle Metropolitan Chamber of Commerce \(seattlechamber.com\)](https://seattlechamber.com/jobs)

### **About the Seattle Metro Chamber of Commerce**

The [Seattle Metropolitan Chamber of Commerce](https://seattlechamber.com) is the largest independent business and employer association in the region. We are a business advocacy organization focused on rebuilding a competitive, equitable, and resilient regional economy.

### **Position Summary**

The Chamber is seeking a Controller who is detail-oriented and strategic-minded to oversee all aspects of financial management, reporting, and compliance in collaboration with the Contract CFO. The Controller is responsible for assisting in coordinating, implementing, and monitoring the work of the Finance department, including completing accounting and control work to ensure clean audits, compliance, managing budgets, preparing financial statements, and maintaining accurate financial records. The Controller will also be the primary financial advisory for the Chamber's five consolidated funds. In this capacity, the person will provide guidance to support the leadership of each fund/program depending on the financial statements to ensure proper funding and operation.

A successful candidate has experience in accounting, can quickly understand the organization's operations, and possess a high level of attention to detail. Building a strong working relationship with stakeholders and acting as a financial advisor will be essential to this role.

The person will have the support of an accounting specialist and will serve as the accounting specialist and Director of Finance's direct supervisor.

### **Critical Job Functions**

The following describe the critical functions of the role, but do not provide an extensive list of job responsibilities and duties.

#### **Responsibilities**

- Oversee the day-to-day financial operations of the organization, including accounts payable, accounts receivable, payroll, and general ledger activities.

- Prepare and analyze monthly, quarterly, and annual reconciliations (i.e. bank, investment, AR, etc.) and financial statements, ensuring accuracy and completeness.
- Develop and monitor budgets for multiple divisions within the organization, providing regular reports and variance analysis to department heads and senior management.
- Oversee management of the internal control structure of the Chamber for financial integrity, and implement changes as needed, to ensure the maintenance of strong internal controls and compliance with relevant accounting standards, tax regulations, and grant requirements.
- Manage and oversees accounting functions, providing backup support as needed.
- Manage the Accounting Specialist and Director of Finance.
- Monitor cash flow and process inter-company bank transfers.
- Review journal entries.
- File monthly/quarterly/annual taxes and reports and filings.
- Lead annual audit, 990, and budget process in conjunction with Contract CFO.
- Maintain GAAP compliant accounting records.
- Act as a member of the Senior Leadership Team.
- Participate in Senior Leadership Meetings.
- Serve as financial advisor to the leaders of the related five funds/programs of the Chamber.
- Perform other related duties as requested.

### **Skills and Qualifications**

- Bachelor's degree in accounting, finance, or applicable experience.
- Professional certification, such as CPA, CGMA, or CA.
- Strong knowledge of accounting principles and practices, including GAAP and nonprofit accounting standards.
- Demonstrated knowledge of financial project management.
- Proficiency in QuickBooks Online and SAGE Intacct.
- Advanced proficiency in Microsoft Excel.
- Experience in managing and reviewing payroll and accounting information.
- Strong understanding of banking processes and financial data analysis.
- Knowledge of government audits and fund accounting.
- Strong leadership and team management skills, with a track record of building and developing high-performing teams.
- Excellent verbal and written communication skills.
- Solutions-oriented approach to financial controls and management.
- Commitment to the mission and values of the Chamber.

### **Employment Details**

The Chamber is committed to internal and market equity. The pay range for this position is \$99,840-\$159,744 annually, based on experience. The Chamber provides a comprehensive and competitive benefits package including but not restricted to:

- Medical/Dental/Vision Coverage
- PTO/Community Service Leave
- Paid Parental Leave
- Generous Holiday Schedule and Paid Days Off
- Life Insurance; Optional ADD/LTD/Personal Accident Insurance
- Subsidized ORCA Card

- Flexible Spending Accounts
- Employer-Matched 401(k) Contribution with up to 6% Match
- Professional Development Opportunities
- EAP Membership
- Mindfulness and Wellness Resources
- [Find more about our benefits, perks, and info about working at the Chamber](#)

**We recognize the value of the Chamber and our affiliate organizations and programs reflecting the diversity of our community and are intentionally and actively seeking out applications from a variety of backgrounds, including members of the LGBTQIA+ community, and Black, Indigenous, and people of color (BIPOC).**

*The Chamber is an equal opportunity employer. All employees and potential employees will be recruited, selected, trained, promoted, and, if necessary, disciplined without regard to sex, race, religion, creed, caste, marital status, age, national origin, ancestry, color, sexual orientation, gender identity or expression, political ideology or activity, disability, honorably-discharged veteran or military status. All applicants are carefully screened, and full consideration is given to their training, education, skills, aptitudes, experience, and previous work record. In addition, the Chamber does not discriminate on the basis of genetic information in its employment related policies and practices, including coverage under its health benefits program.*