

# Associate Director, Finance

**Status:** Fulltime, Onsite

**Location:** Seattle, WA.

**Salary Range:** \$74,880.00 - \$79,000.00

eliminating racism  
empowering women

**ywca**

Seattle | King | Snohomish

## Why work with YWCA Seattle King Snohomish?

YWCA SKS is the region's largest non-profit organization with a 120+ year legacy, focused on the needs of women, with programs serving 7,000 people each year. When you work with YWCA, you make a difference.

We're women and BIPOC-led, family-centered, and supportive of employees. As a full-time YWCA employee (30+ hours), you'll enjoy a benefits package including medical insurance, generous vacation, holiday, sick leave plans, and an outstanding retirement plan.

Put your passion for racial equity and social justice to work – apply today!

## What You'll Do:

As the Associate Finance Director, you'll work with a diverse, passionate, and supportive team in all budget directives and established policies. Review operating budgets to analyze trends affecting budget needs. You'll have a great deal of contract compliance, reporting, and grant writing. Advise Grants Manager and Chief Program Officer on contractual requirements for all levers of government funding.

## Minimum Qualifications:

- Review, examine and help prepare confidential budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Monitor King County Specialized and Integrated Services grants and contracts
- Coordinates and prepares contracts and subcontracts and workload and completion of KCSIS Housing data entry for tracking.
- Provide assistance and support during program and YWCA annual audits.
- Coordinate and ensure quality client data from KCSIS programs and complete input and reporting for Client Track and HMIS/Clarity data systems.

## Apply and learn more:

To learn more about this position, please contact us:

[careers@ywcaworks.org](mailto:careers@ywcaworks.org)

<https://jobs.lever.co/ywcaworks>

**YWCWORKS.ORG**

