

Position: Finance Manager

Hiring Salary Range: \$110,070-\$125,023

FLSA Status: Exempt

Reports to: Executive Director

About Sound Child Care Solutions:

SCCS is dedicated to strengthening early childhood education and supporting children, families, and communities through 10 high-quality programs and business services. The organization partners with families, educators, and community stakeholders to ensure young children have access to strong early learning opportunities that support long-term success.

As the organization continues to grow in both program scale and financial abilities, SCCS is investing in strengthening its financial leadership and systems to support long-term sustainability.

The Finance Manager will play a key leadership role in helping ensure the organization's financial operations remain strong, transparent, and aligned with its mission.

OPPORTUNITY:

SCCS is seeking a detail-oriented and systems-minded FM to lead the organization's core accounting operations and ensure the accuracy, integrity, and reliability of its financial data.

This role serves as the operational backbone of the finance function, overseeing financial reporting, month-end closing, audit readiness, and grant financial compliance. The FM will partner closely with the Executive Director, Treasurer and broader team to ensure financial systems and processes are strong, consistent, and scalable.

This is an ideal opportunity for someone who enjoys owning the details while improving systems and building structure in a growing, mission-driven organization.

WHY THIS ROLE MATTERS:

This is an opportunity to play a key role in strengthening the financial foundation of a mission-driven organization supporting children and families. The FM will help ensure SCCS's financial operations are accurate, reliable, and positioned to support continued growth and impact of our programs.

The Finance Manager Plays a Critical Role in Ensuring:

- Financial data is accurate, timely, and audit-ready
- Reporting is clear and actionable
- Systems and workflows are consistent and scalable
- Strong supervision of the Accounting Department of 1.5 FTEs and all its tasks.

RESPONSIBILITIES:

What you'll be responsible for:

Financial Close & Reporting (40%)

- Own the accuracy and reliability of the organization's financial reporting.

You Will:

- Lead monthly, quarterly, and year-end close processes
- Oversee general ledger activity and reconciliations
- Produce and review financial statements and reports
- Ensure timely and accurate internal and external reporting

Audit & Compliance (20%)

- Ensure strong financial compliance and audit readiness across the organization.

You Will:

- Lead preparation for annual audits and serve as primary liaison with auditors
- Oversee compliance with GAAP and federal funding requirements
- Manage financial reporting for audits (1099, Form 990, 401k, etc.)
- Ensure documentation and processes meet compliance standards

Grant Financial Management (15%)

- Support the organization's grant-funded environment through accurate tracking and reporting.

You Will:

- Oversee grant billing, tracking, and reporting of Seattle Preschool Program (SPP), Early Childhood Education and Assistance Program (ECEAP), Working Connections and DSHS subsidies
- Ensure proper allocation and use of restricted funds
- Partner with program directors on grant budgets and financial reporting
- Support compliance with federal grant requirements

Systems, Controls & Process Improvement (15%)

- Strengthen financial systems, controls, and workflows.

You Will:

- Maintain and improve internal controls and accounting policies
- Identify and implement process improvements to reduce inefficiencies
- Support financial systems at SCCS- QuickBooks Online, ProCare and Paychex for all reporting tasks
- Ensure processes are well-documented and consistently followed

Team Support (10%)

- Support the day-to-day success of the finance team.

You Will:

- Supervise and support accounting staff
- Ensure team members have clarity, resources and accountability
- Promote cross-training and continuity across roles
- Partner with the Executive Director on team development

WHAT SUCCESS LOOKS LIKE:

- Successful candidates in this role will help ensure that:
 - Leadership has clear financial insights to guide strategic decisions
 - Financial processes are efficient, reliable, and transparent
 - Grant funding and regulatory compliance remain strong and well managed
 - Finance systems and reporting processes continue to improve with consistency and accuracy
 - The finance team is supported, efficient and engaged

KNOWLEDGE, SKILLS, AND ABILITIES:

Minimum Qualifications

The successful candidate will bring strong nonprofit financial leadership experience along with the ability to translate complex financial information into actionable insights.

- A bachelor's degree in finance or accounting is required. CPA or MBA preferred
- 5+ years of experience in nonprofit accounting in a \$10M+ organization
- 5+ years leading organizational audit processes
- 5+ years grant accounting & reporting of complex multiple source funding structures
- 3+ years of experience managing or mentoring accounting staff
- 3+ years of financial reporting experience—Use of QuickBooks Online required
- Sound knowledge of compliance regulations within the nonprofit sector
- Strong computer skills required—must have expert-level experience with excel
- Extensive experience overseeing budget development, nonprofit accounting, and philanthropic due diligence processes
- Strong organizational and time management skills with the ability to prioritize tasks to achieve deliverables and meet deadlines
- Excellent written and oral communication skills across SCCS Centers and with external stakeholders

Candidates who thrive in this role will likely bring:

- Month-end close is efficient, accurate, and predictable
- Financial reports are clear, reliable, and trusted by leadership
- Audits and compliance processes are well-managed and low-stress
- Grant financials are accurate and aligned with funder requirements

- Systems and workflows are continuously improving
- The finance team operates with clarity, consistency, and accountability
- Strong Interpersonal skills and ability to communicate effectively with individuals of varied levels of fiscal education.

COMPETENCIES:

- Core Competencies -
 - Mission-driven: Demonstrates commitment to the mission and values of the mission.
 - Equity mindset: Demonstrates the values of anti-racism; fosters an inclusive environment that facilitates diversity.
 - Communication: Uses skillful written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening.
 - Adaptability: Adapts and responds to change; proactively seeks opportunities to be supportive of change that serves our mission
 - Ownership and quality of work: Manages own work and work of teams when relevant, ensuring delivery of successful outcomes.
- Leadership Competencies -
 - Decision-making: Structures and facilitates decision-making processes; makes decisions responsibly to improve organizational health and impact; gathers and weighs all sorts of data (qualitative, quantitative, historical, etc.)
 - Supports the development and motivation of others: Actively supports the development and motivation of others to maximize individual, team, and agency impact.
 - Continuous-improvement mindset: Identifies strategies to improve the organization's impact; sets course and drives implementation.

COMPENSATION:

- Hiring Salary Range: \$110,070- \$125,023.5
- FLSA Status: Exempt
- This is a full-time salaried position requiring work during SCCS Business hours, Monday through Friday from 8:00 am-5 pm, and requiring a willingness to work one evening per month to attend SCCS Board meetings.

SCCS will determine the specific salary for the successful candidate based on factors including, but not limited to, prior experience, skills, education and a successful background check as they relate to the position. The posted salary range reflects just one component of our total compensation package.

Other components of the total compensation package may include participation in group life, health and dental insurance, retirement plan, paid time off, and paid holidays.

BENEFITS:

SCCS' benefits package includes 79% employer-paid medical, dental, and vision insurance plans for employees, 21 days of PTO per year in addition to 11 paid holidays, birthday holiday, one week-long office closure in the last week of December, flexible work environment and 401k with 3% employer match.

WORK LOCATION:

- This position is a Hybrid position.
- Hybrid positions at SCCS require at least one day in the office per week. This is Thursdays each week, except the second Tuesday of the month for the Monthly Director's meeting.
- SCCS employees in all types of work positions must attend training, meetings, events, or other work commitments at various SCCS office locations as required.

EQUAL EQUITY EMPLOYER:

SCCS is an equal opportunity employer, and we value diversity among our staff. We strongly encourage people of color, immigrants and refugees, people from the LGBTQ community, people with disabilities, and people from other historically marginalized groups to apply.

Interested candidates should send their cover letter, resume, and three references to info@soundchild.org.