



Emerald Communities is a mission-focused, not-for-profit organization that provides leadership for its affiliate organizations to create and enhance lifestyle opportunities for seniors. We are a 30-year old organization serving seniors in the Pacific Northwest. We operate 527 residential living homes, 76 assisted living suites and apartments, 31 memory care suites, and 91 skilled nursing beds in our two premiere Life Plan Communities, Emerald Heights and Heron's Key.

Over the past decade, Emerald Communities has expanded its Redmond campus and created a new start-up community in Gig Harbor. We have plans to continue expanding our existing communities and pursue other growth opportunities.

The Accountant is responsible for applying accounting principles and procedures to analyze financial information and prepare accurate and timely managerial reports including the day to day management of the general ledger processes and reports, preparing journal entries, account reconciliations, and financial statement support.

**Primary Responsibilities:**

- Good knowledge of accounting and financial concepts and practices
- Produce accurate work in a timely manner
- Prioritize and efficiently handle multiple tasks within deadlines
- Handle sensitive information in a highly confidential manner
- Proficiency with Excel, building financial models
- Ability to communicate effectively and respectfully with residents, staff, and vendors
- Strong customer service orientation
- Ability to effectively communicate in English, both verbally and in writing
- Strong interpersonal skills in relating with co-workers and company management at all levels
- Deal positively with change
- Ability to work independently
- Good judgment and common sense
- Must possess the character traits of honesty and integrity

**Required Knowledge, Skills and Experience:**

- BA or BS in Accounting or related area
- Experience with month-end close, reconciliations, variance analysis, budgeting
- Produce accurate work in a timely manner.
- Prioritize and efficiently handle multiple tasks within deadlines. Trouble shoots problems.
- Expertise with Excel
- Excellent interpersonal communications skills.
- Able to relate well and respectfully with residents and staff with customer service orientation.
- Deal positively with change.

- Ability to work cooperatively and collaboratively with all levels of employees, management and external agencies to maximize performance, problem solving and results.
- Ability to effectively communicate in English, both verbally and in writing.

We offer a competitive salary and a comprehensive benefit package.

If you are interested in joining our growth and mission-driven team, we want to hear from you!

Please email or mail resume and cover letter to:

Ashley Horsefield: Corporate Recruiter  
Emerald Communities  
10901-176<sup>th</sup> Circle NE  
Redmond, WA 98052  
Ashleyh@emeraldcommunities.com

*Emerald Communities is an Equal Opportunity Employer*