

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 28-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.

We are seeking an experienced **Accountant/Analyst** who will assist in the day-to-day financial and accounting activities including financial statement preparation and analysis including consolidations. This position plays an integral role in the Accounting department's ability to successfully support its internal and external customers by providing accurate and meaningful data. The successful candidate must be a self-starter, resourceful and work independently with minimal direction.

**Pay:**

\$82,500-87,500

**We offer:**

100% paid medical, dental and vision, employer paid life insurance and AD&D for employees working 30+ hours/week (Option to buy-up if desired). In addition, we offer a Flexible Spending account for medical and childcare reimbursements with a \$500.00 rollover feature (No Rollover on childcare) AND the option to purchase Long Term disability insurance. Eligibility begins the first of the month following 30 days of employment. Employees are able to enroll in our company's 403(B) plan (Eligibility on 403b – 20+ hours per week) – We match 50 cents for every dollar saved up to 10% of your annual salary. Matching begins the first of the quarter following 1 year of employment. Full-time employees are eligible to accrue up to 16 paid time off days, 6 paid holidays and 3 personal days. Pro-rated paid time off is available to part-time employees.

**In Addition, we offer:**

Tuition reimbursement  
Employee Assistant Program (EAP) through Wellspring Family Services  
Gym/Pool  
Free Parking  
Free meal  
Beautiful walking paths around the community

(Benefits vary with hours worked)

**Primary Responsibilities:**

- Assist with monthly and annual closing of including journal entries, reconciliations of accounts and reporting variances
- Analyze revenue and expenses to ensure they are recorded accurately on a monthly basis
- Assist with annual audit and 990 tax returns
- Create and analyze monthly metric reporting
- Assist in preparation of annual operating budgets
- Review, research, and communicate monthly variances of revenue and expense vs budget and prior year
- Communicate with department heads to understand and explain variances and trends
- Maintains fixed asset system including monthly reporting and reconciliations
- Monitor spending and accounting for all CAR's (capital asset requests) including heat pump inventory
- Assist in preparing financial presentations for board, committee, and Resident Association meetings
- Assist in the preparation and posting of financial and operational information to investor website
- Develop financial models to support analysis of a variety of financial and operating activities
- Support Marketing by running requested versions of financial/actuarial software for future resident applicants

## Required Knowledge, Skills and Experience

- BA or BS in Accounting or related area
- Five Years' experience in an Accounting / Analyst role
- Experience with financial forecasting and modeling, variance analysis, budgeting, month-end close and reconciliations
- 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
- 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

Emerald Communities is an equal opportunity employer.

All Emerald Communities employees must pass a criminal background check and other pre-employment requirements. We are an E-Verify employer.

We're prioritizing safety for our employees and residents, their families and our communities by requiring the COVID-19 vaccination for all employees

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

Please email your resume and cover letter to:

**Ashley Horsefield**

*Recruiter/Talent Acquisition Specialist*

**Cell: 206 291 7154**

**[AshleyH@emeraldcommunities.com](mailto:AshleyH@emeraldcommunities.com)**

10901 176th Circle NE, Redmond, WA 98052

**[EmeraldCommunities.com](http://EmeraldCommunities.com)**



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Emerald Communities is an Equal Opportunity Employer