



POSITION ANNOUNCEMENT
Finance and Administrative Services Division

Accounting Manager
Tacoma, WA

Responsibilities:

Within the limits of authorized Association policies, procedures, programs and budgets, the Accounting Manager is responsible for-

1. Prepares financial statements using Microsoft Great Plains in accordance with GAAP, tax returns and budgets.
2. Reconciles various bank accounts on a monthly basis.
3. Back up and review of project activities including monthly expense and reimbursement claims, year-end contribution reports for various government programs.
4. Prepares for and interfaces with auditors.
5. Verifies account codes, receipts and reimbursements of expenses and daily checks.
6. Provides support and back up for accounts payable, accounts receivable and payroll functions.
7. Provides back-up and support for Association benefits and fleet programs.
8. Responsible for the efficiency of the accounting team through development and leadership; and is responsible for the internal controls to guarantee compliance with policies and procedures.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

Requires BS/BA degree in Accounting/Finance, or equivalent, and 5-7 years of relevant experience including knowledge of Great Plains, familiarity with the annual budgeting process, attention to detail and a strong systems background, particularly with spread-

sheet analysis utilizing Excel. Excellent communication, interpersonal and supervisory skills are necessary, CPA preferred but not required.

The Company:

APA-The Engineered Wood Association is the premier industry trade association representing the majority of the North American producers of glued, engineered wood products. Our member companies represent 85% of structural wood panels, 80% of glulam beams, 70% of I-joists and 72% of laminated veneer lumber manufactured in the US and Canada. We provide testing and grade certification, publish and distribute technical literature, research new products and applications and support members in penetrating and expanding markets.

The average length of service for an APA employee is 12 years. We offer competitive compensation, company car and a comprehensive benefits program including health, life and LTD insurance, paid leave and holidays, 401(k) retirement program, tuition and wellness reimbursement programs.

For confidential consideration, qualified applicants should submit a cover letter and resume to hr@apawood.org. *We thank all applicants for their interest, however only those under consideration for the role will be contacted.*

For more information, please visit our website at www.apawood.org.

APA is an Equal Opportunity Employer.