Job Title:	Senior Accountant	**Reports to:**	**Controller**
Department/Division:	**Finance/Operations**	**Direct Reports:**	**None**
Status:	**Full Time – Non-Exempt**	**Date:**	**October 2026**
Salary Range:	$38.46 – $43.27/hour ($80,000 – $90,000 annually)		

Mission

To ignite generosity that transforms lives and communities.

Vision

Vibrant and sustainable communities where every person has the opportunity to thrive.

Office Culture Statement

At Innovia Foundation, we invest in our staff and create an empowering and innovative work environment.

- We are passionate about serving our communities.
- We trust and treat each other with honesty and respect.
- We support, inspire and encourage each other.
- We are accountable to ourselves and each other.
- We respect our colleagues by being present and having direct and open communication.
- We are intentional in our interactions.
- We have a deep commitment to equity internally and throughout our region.
- We celebrate our successes.

About Innovia Foundation

Innovia Foundation ignites generosity that transforms lives and communities. We envision vibrant and sustainable communities, where every person has the opportunity to thrive. As the community foundation for Eastern Washington and North Idaho since 1974, we partner with people who want to make our part of the world better.

We believe that generosity is the most powerful source of positive change to achieve our shared goals and values. We partner with generous individuals, families, businesses and organizations to address our region's most pressing causes and greatest opportunities. We offer innovative products and giving solutions to catalyze greater impact and inspire donors to take a more active approach to philanthropy.

We thoughtfully collaborate with community leaders and stakeholders to build and strengthen relationships, so that our work is more reflective of and relevant to the priorities of our region. We are committed to being present and engaged, learning about community needs and supporting community momentum.

The Innovia team is made up of people with different strengths, experiences and backgrounds who share a passion for investment in the promise of our region. Each year, Innovia invests nearly $10 million into our communities through grants and scholarships. Innovia's service region encompasses 10 counties in Eastern Washington and 10 counties in North Idaho, and six Native American Tribes are located within this region.

If you're someone who…

- Finds meaning in making sure generosity reaches the communities it was meant for
- Brings deep fund accounting experience and understands what it takes to keep federal awards compliant

- Is precise, organized and steady under deadlines, and enjoys getting the details right
- Likes learning a colleague's work well enough to cover it, and teaching your own

… then we have an exciting and rewarding opportunity for you!

Position Summary

Innovia Foundation stewards more than 900 charitable funds on behalf of donors and communities across our region. Behind every grant, scholarship and gift is accounting work that has to be accurate, timely and compliant, and that is the heart of this role.

Innovia's accounting team has two accounting positions, each leading one of two portfolios: Fund & Trust Accounting or Grants & Compliance. The Senior Accountant leads the portfolio assigned at hire and is fully cross-trained on the other, so that every recurring task has a trained backup. The Senior Accountant reports to the Controller and works closely with Finance Operations staff, the Grants Team and the Gift Planning Team.

In addition to preparing entries, reconciliations, calculations and reports, the Senior Accountant holds the approval and judgment responsibilities for the assigned portfolio, including approving gift receipts and payables coding, reviewing the work of Finance Operations staff and making federal award compliance determinations.

Key Duties and Responsibilities

Shared Responsibilities

- Prepare journal entries, account reconciliations and month-end close tasks for the assigned portfolio according to the close calendar
- Serve as the trained backup for the other portfolio and complete scheduled quarterly cross-training rotations
- Print grant and operating checks for authorized signature; staff who approved a payment batch do not print checks for that batch
- Prepare audit schedules and respond to auditor requests for the assigned area
- Write and maintain desk procedures, and recommend process and control improvements
- Support preparation of Finance Committee and Investment Committee materials
- Follow the Financial Management Policy and the Financial Processes and Internal Controls procedures, including segregation of duties

Portfolio A: Fund & Trust Accounting

- Monitor bank activity for electronic receipts and verify donor documentation
- Prepare monthly investment account reconciliations across Innovia's investment pools and allocate investment returns to funds
- Prepare administrative fee and annual distributable amount calculations in accordance with Board-approved policy
- Prepare cash needs and transfer requests from the pooled investment portfolio, including proportional requests from Donor-Designated Advisors
- Maintain charitable remainder trust accounting records
- Record Schedules K-1, distributions, capital activity and valuations for retained non-marketable assets, such as real estate and partnership or LLC interests
- Maintain accounting for Innovia Ignite Foundation and its related entities
- Partner with Gift Planning and Grants on fund-level reporting, including agency and designated funds

Portfolio B: Grants & Compliance

- Maintain federal and state award records, including budgets, terms and conditions, and cost tracking under 2 CFR Part 200 (Uniform Guidance)
- Prepare reimbursement requests, drawdowns and federal financial reports for review and certification
- Prepare the Schedule of Expenditures of Federal Awards (SEFA) and single audit schedules; support subrecipient monitoring documentation with the Grants Team
- Prepare billing and reconciliation for government and partner contracts
- Maintain accounting and administrative fee billing for organizations Innovia administers under service agreements
- Prepare monthly bank reconciliations and payroll liability reconciliations
- Prepare monthly budget-to-actual reports for Controller review

Approval and Judgment Responsibilities

- Review fund coding, donor intent, restrictions and documentation, then approve and post gift receipts in iPhi each week
- Review and approve accounts payable coding and compliance prepared by Finance Operations staff before the Controller posts payables
- Review other transactions recorded by Finance Operations staff, including securities gift valuations and charitable remainder trust payment calculations and statements
- Make federal award compliance determinations, including allowable and allocable costs, cost allocation and time-and-effort documentation, and advise Finance Operations staff on allowability
- Finalize investment return allocations, administrative fees and distributable amounts for Controller review
- Account for charitable remainder trusts and retained non-marketable assets, including unrelated business income schedules for Form 990-T and information for Forms 5227
- Explain budget variances and review credit card receipt reconciliations
- Prepare audit schedules for complex areas, including investments, trusts and federal awards
- Train and mentor other accounting staff

The duties and responsibilities outlined above are representative of the role but are not exhaustive; additional tasks may be assigned or undertaken as needed to support the mission and evolving priorities of the Foundation.

Location

This is an in-office position based at Innovia's downtown Spokane office, with limited travel.

Position 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/Experience

- Five (5) or more years of professional accounting experience, including fund accounting and federal grant management and accounting under 2 CFR Part 200 (Uniform Guidance), and experience with single audit preparation

Preferred

- Experience at a community foundation, nonprofit or other fund-accounting organization

- CPA, or progress toward CPA licensure
- Experience with investment or trust accounting, charitable remainder trusts or Form 990 preparation
- Experience with iPhi or another fund accounting system

Skills/Abilities

- Working knowledge of GAAP, including nonprofit accounting standards
- Advanced Excel skills and proficiency with Microsoft Office and accounting software
- Clear written and verbal communication, including explaining accounting matters to non-finance colleagues
- Strong organization and follow-through with multiple deadlines
- Commitment to accuracy, internal controls and confidentiality

Physical Abilities

Primary functions require sufficient physical ability and mobility to:

- Sit for prolonged periods of time
- Walk and climb stairs
- Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard
- Utilize verbal and written communication to exchange information
- Clearly see 20+ feet, with or without corrective lenses, and differentiate between colors
- Occasionally stand, stoop, bend, kneel, crouch, reach and twist
- Lift, carry, push and/or pull up to 20 pounds

Mental & Other Skills/Abilities

- **Adaptability:** ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; and ability to change approach or method to best fit the situation.
- **Analytical:** synthesizes complex or diverse information; collects and researches data; and designs workflows and procedures.
- **Confidentiality:** handles donor, employee and financial information with discretion and in accordance with Innovia policy.
- **Dependability:** takes responsibility for own actions; keeps commitments; meets deadlines, or notifies the appropriate person with an alternate plan.
- **Interpersonal Skills:** ability to develop and maintain positive working relationships, both inside and outside the organization, with excellent customer service.
- **Judgment:** ability to make prudent and timely decisions, exhibit sound and accurate judgment, and explain reasoning for decisions.
- **Language Ability:** ability to read and write reports, business correspondence and procedure manuals, and to present information and respond to questions from staff, donors, partners and the public.
- **Mathematical Ability:** ability to work with mathematical concepts and apply accounting principles.
- **Problem Solving Ability:** ability to identify and prevent problems before they occur, formulate alternative solutions and transfer learning to new situations.
- **Quality Management:** ability to complete duties on time and with precision; to review the accuracy and thoroughness of one's own work and the work of others; and to generate ideas that improve quality.
- **Teamwork:** balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; and supports everyone's efforts to succeed.

Work Environment

The employee is exposed to typical office environment conditions and noise levels.

To apply, please submit a cover letter and resume to Lauren Autrey, Chief Financial & Operating Officer via email at lautrey@innovia.org or by mail at 818 W. Riverside Ave., Ste. 650 Spokane, WA 99201.