

Accounting Manager

Job Announcement

January 2026



Job Title: Accounting Manager

Status: Full-time Exempt

Reports To: Managing Director

Location: Tilth Alliance main office in Wallingford, Seattle, WA

About Tilth Alliance

Tilth Alliance works in community with Washington farmers, gardeners and eaters to build a sustainable, healthy and equitable food future. Through our work we endeavor to promote and support the adoption of organic, regenerative, sustainable growing practices by farmers and gardeners throughout Washington; to make the food produced by these farmers and gardeners more accessible; and to inspire people to enjoy growing, cooking, and eating food that is both good for them, for their communities, and for the environment. The primary strategies we employ in this effort are advocacy, education and collaboration. Equity, inclusion and the promotion of a culture of anti-oppression are important outcomes expected of all the work we do.

About the Position

The Accounting Manager is an essential member of the Finance and Administration Team who works closely with the Executive Director, Managing Director and Director of Development to safeguard the financial health of the organization. They report to the Managing Director and are responsible for all the functional accounting activities of the Organization including accounts payable, accounts receivable, banking, tax payments, and payroll. They assist with the budgeting process, monitor cash flow, generate financial reports required by Program Directors, funders and the Board, and are responsible for maintaining all of Tilth Alliance's financial data in QuickBooks. They are also responsible for ensuring appropriate financial controls are in place and assist with the annual audit. The Accounting Manager is assisted in their work by the Finance Coordinator.

Job Responsibilities

Accounts Payable

- Work in partnership with Finance Coordinator to oversee AP and ensure timely payment, documentation and accurate recording of all liabilities
- Ensure proper controls are in place to prevent fraud

Accounts Receivable

- Coordinate with Program Directors for monthly invoicing needs
- Collect all documentation and information necessary to generate accurate invoices
- Assist with financial reporting required by funders
- Properly code and record physical and electronic payments in QB
- Follow up on late payments

Payroll

- Enter new employees into QB with proper taxes, deductions, direct deposit, emergency contacts
- Revise employee data in QB for salary/position changes
- Manage vacation and sick accruals, perform annual rollovers, change employees' accrual rates based on tenure
- Send annual W2s and 1099s
- Generate and file all 941 forms

Banking

- Perform Monthly Bank Reconciliations
- Monitor Bank Balances
- Maintain Cash controls
- Make bank deposits

Reporting

- Prepare quarterly program specific financial statements for Program Director's
- Provide Program Directors with a quarterly report on the PTO status of their staff
- Assist Program Directors with the preparation of reports to funders
- Prepare monthly Financial Statement for Executive Director to present to the Board
- Prepare monthly cash-flow report

QuickBooks Management

- Accurately enter all transactions into QB in a timely manner
- Monitor QuickBooks for coding errors or other anomalies
- Update QB to suit reporting and data needs of the organization

General Financial Management and other

- Prepare and submit monthly and quarterly excise taxes
- Prepare and submit quarterly payroll taxes
- Assist with annual audit
- Manage inventory system
- Assist with annual budget process
- Manage cashier function at annual plant sales and other similar events

Required Skills & Qualification

- A degree in Finance or Accounting or the equivalent in lived experience
- A minimum of 3 years of accounting, bookkeeping and/or financial management experience
- Proficiency with QuickBooks, MS Office Suite, and Adobe
- Highly organized and detail oriented
- Ability and willingness to occasionally work evenings and weekends for program activities

Desired Skills

- Experience working in a non-profit organization
- Familiarity with Salesforce is a plus

Benefits & Compensation

This is a hybrid, full-time (40 hours/week) exempt position that requires occasional evening and weekend work. It is eligible for our benefits package that includes medical (80-85% employer paid), dental (95% employer paid), employee-funded Flexible Spending Account, 401k, 10 flexible holidays (employee-chosen), 12 sick days per year, 3 weeks paid vacation in years 1 and 2, 4 weeks in years 3 and 4, and 6 weeks in years 5+, 2x annual bereavement days when needed, employee discounts and produce shares, no cost for Tilth Alliance classes/workshops/conference attendance, and annual professional development stipend.

Compensation is \$65,000-\$70,000 annually

In line with our commitment to equity practices, the salary for this position has been carefully determined to reflect market standards and internal equity considerations. We value the skills and expertise that each candidate brings to the table, and we believe that our non-negotiable salary approach fosters a level playing field for all applicants. This practice aligns with our core values of transparency and fairness.

To Apply

No phone calls please. Submit a letter of interest and resume outlining 1) your experience with the qualifications listed above and 2) why you are interested in this position. Email all materials to HR@tilthalliance.org with the subject "Accounting Manager".

This position is open until filled, though priority will be given to applications received by Jan 31st. The job description does not constitute a written or implied contract of employment. Tilth Alliance reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of the minimum levels of knowledge, skill and experience required.

Tilth Alliance is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. Women, people of color, and individuals from under-represented communities are strongly encouraged to apply. Our process begins with a masked review of applications in an effort to further mitigate possible bias.