



[Washington Research Foundation](#) (WRF) has an opening for a full-time **Accounting/Finance Associate**.

Washington Research Foundation is an independent nonprofit organization that provides over \$10 million in grants per year to support life sciences and STEM research in Washington state. WRF Capital, the Foundation's venture investment arm, works with entrepreneurs, research institutions, other investors and industry partners to transform great ideas into successful Washington-based businesses. Now celebrating its 40<sup>th</sup> anniversary, WRF is a well-respected member of the technology ecosystem in the state.

As a small 10-person organization, the Accounting/Finance Associate will join a team that works closely together on many different programs within WRF. From grantmaking to early-stage venture capital investing, WRF is unique in its mission and focus. The Accounting/Finance Associate will support the Chief Financial Officer and other members of staff in all areas of WRF's financial activities. The organization values a proactive approach, teamwork with a diversity of thought and experience, and a willingness to learn.

**Key responsibilities:**

- Assist with month-end, quarter-end, and year-end financial closes
- Develop, document, and implement recommendations to improve accounting policies, processes, and procedures
- Processing accounts payables in MS Dynamics Great Plains, including grants and vendor payments
- Entering accounts receivables, including Venture Center tenant and licensing payments
- Monthly reconciliation of public portfolio statements
- Budget reviews with CFO
- Annual audit preparation and administration
- Preparation of annual 990PF with CFO
- Annual processing of 1099 forms
- Grant forecasting with CFO and Director of Grant Programs
- Accurate maintenance of grant and private venture-investment databases
- Private venture portfolio tracking and review
- Report building via Excel, Salesforce and Great Plains
- Salesforce administration and updating
- Project support for WRF managers

### **Job requirements:**

- Well-rounded accounting experience ranging from verifying, posting, reconciling transactions and resolving discrepancies, to compiling financial statements and financial reports
- Ability to organize and structure information from a variety of sources
- Ability to work independently and collaboratively, problem solve, be proactive and prioritize multiple projects
- Responsiveness and a willingness to lead preparation for meetings
- Experience in using MS Dynamics Great Plains or equivalent finance software preferred
- Experience in using Salesforce or equivalent CRM
- 5 years of professional experience
- WRF requires all employees to be vaccinated against COVID-19

### **Location:**

- WRF offices are located in Seattle's Eastlake neighborhood. The WRF team is currently working a hybrid model due to COVID-19.

### **Salary and benefits:**

- The annual salary range is \$75,000 to \$85,000, depending on experience. WRF provides medical, dental and vision coverage for its employees, 403(b) matching, and paid sick/vacation time.

### **To apply:**

- Please send your resume and cover letter to [morgan@wrfseattle.org](mailto:morgan@wrfseattle.org). The position will remain advertised until filled. We strongly encourage candidates to apply as soon as possible.

Washington Research Foundation values diversity in its team and is an equal opportunity employer.

### **About Washington Research Foundation:**

Washington Research Foundation (WRF) supports research and scholarship in Washington state, with a focus on life sciences and enabling technologies.

WRF was founded in 1981 to assist universities and other nonprofit research institutions in

Washington with the commercialization and licensing of their technologies. WRF is one of the foremost technology transfer and grant-making organizations in the nation, having earned more than \$445 million in licensing revenue for the University of Washington and providing over \$123 million in grants to the state's research institutions to date.

WRF Capital, the Foundation's venture investment arm, has backed 114 local startups since 1994. Returns from these investments support grant-making activities at WRF.

For additional information, please visit [www.wrfseattle.org](http://www.wrfseattle.org).