



SPSSEG "Protects and restores salmon populations and aquatic habitat with an emphasis on ecosystem function through scientifically informed projects, community education, and volunteer involvement"

Position Description

Position Title: Accounts Controller/Office Manager

Work Location: Olympia, WA

Reports To: Executive Director

Status: Exempt Salaried Employee

Compensation: \$80,938 salaried per year and competitive benefits package

Start Date: March 15, 2026 or until Filled

Background:

The South Puget Sound Salmon Enhancement Group (SPSSEG) is a non-profit 501 (c) (3) organization working to protect and restore salmon populations, and their habitats throughout the South Puget Sound. SPSSEG serves several counties throughout the region and is located in Olympia, WA. We partner with state, federal and local government, Native American Tribes, Conservation Districts, landowners, and other non – profits to plan and implement restoration and education projects. Our organization relies on state and federal grants, and in-kind and cash donations. We typically manage projects that are funded by these grants, taking them from conception through construction, by hiring engineering and science consultants, and construction contractors. Our total budget varies year to year, typically between \$3 million and \$6 million per year and there are currently 8 employees.

General Position Description:

SPSSEG is seeking an exceptional and resourceful Accounts professional to join our team. The ideal candidate is highly organized, personable and has non-profit accounting experience. The position also provides organizational wide support, and works closely with the executive director, program staff and the board of directors. Proficiency with a wide range of software and an ability to learn new software and manage technological issues is required. This position plays an important role in our financial success, quality control and ensuring organizational consistency.

Key Responsibilities:

- Maintain accurate, up-to-date financial systems in QuickBooks.
- Prepare and analyze monthly, quarterly, and annual financial statements.

- Process bi-weekly payroll.
- Prepare complex grant invoices and reimbursement requests.
- Oversee contract compliance and tracking.
- Support annual budget preparation and monitor budget to actuals.
- Coordinate annual financial review and audits.
- Present financials at Board meetings as needed.
- Maintain organizational systems for contracts, insurance, and equipment.
- Manage vendor relationships.
- Administer employee benefits, retirement plan, and paid leave tracking.
- Maintain personal files and ensure compliance with state and federal employment laws.
- Support hiring process and onboarding.
- Professional office and administration support.

Qualifications and Experience:

This position either requires a Bachelor's Degree and at least five years of relevant accounting and office management experience, or an Associate's Degree with at least seven years of relevant experience.

A qualified applicant will have extensive experience with project-based accounting and complex budget tracking, managing several funding sources including state and federal grants, and be proficient in QuickBooks, MS Excel, MS Word, MS Project, and/or other budget software. Applicants with a strong connection to our mission and experience in non-profit organizations, accounting, financial reporting, and compliance is desired.

To Apply:

Please send one PDF email version of your cover letter of interest, resume, and three professional references (5 pages or less) to Lance Winecka at Lancew@spsseg.org by 5pm, February 13, 2026. This position is opened until filled. Initial interviews will be scheduled between February 19 and February 27.

We value diversity and are committed to fostering an inclusive environment for all employees. SPSSEG is an equal opportunity employer.