

Contracts and Finance Manager Job Posting

Organization: Children's Advocacy Centers of Washington (CACWA)

Location: Olympia, WA

Status: [Full-time / Exempt]



Position Summary

The Contracts and Finance Manager is responsible for overseeing the organization's financial operations and grant/contract management functions. This position ensures fiscal integrity, compliance with federal, state, and private funding requirements, and effective administration of contracts and subawards supporting Children's Advocacy Centers (CACs) across Washington State.

Primary Responsibilities

Contracts & Grant Management

- Administer contracts, subcontracts, and agreements in compliance with applicable regulations and funder requirements.
- Manage the full grant lifecycle, including RFP/RFQ development, application review, contract execution, and reporting.
- Conduct subrecipient monitoring, including risk assessments, desk reviews, and site visits.
- Maintain accurate grant files and documentation.
- Provide technical assistance and quality assurance support to CACs.
- Collaborate with leadership on grant proposals and reporting.
- Serve as a liaison to funders, grant administrators, and fiscal contacts.

Financial Management & Reporting

- Develop and monitor organizational budgets in collaboration with the Executive Director.
- Track revenues and expenditures to ensure alignment with approved budgets.
- Process invoices, reimbursements, and vendor payments in a timely manner.
- Maintain accounting systems, including general ledger, payroll, and financial records.
- Prepare financial reports for the Executive Director, Board of Directors, and funders.
- Lead preparation for and coordination of the annual independent financial audit, including working with external auditors, preparing schedules, and ensuring timely completion of audit deliverables.
- Coordinate and support the preparation and filing of the organization's IRS Form 990, ensuring accuracy, completeness, and compliance with federal requirements.
- Ensure compliance with financial, audit, and insurance requirements associated with grants and contracts.

Organizational Support

- Provide staff support to the Board of Directors and assigned committees.
- Assist with strategic initiatives, training coordination, and onboarding processes.
- Contribute to continuous improvement of organizational systems and policies.

Minimum Qualifications

- Bachelor's degree in public administration, management, or related field **and** four (4) years of relevant experience, including at least two (2) years in accounting, contract administration, and grant management;
- OR**
- Any combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the position.
-

Preferred Qualifications

- Experience in child abuse or child welfare field
 - Experience in a nonprofit organization
 - Experience working with Children's Advocacy Centers (CACs)
-

Required Certifications and Conditions of Employment

- Valid driver's license
 - Auto insurance meeting Washington State requirements
 - Access to reliable transportation
 - Successful completion of background checks, including criminal and credit history
-

Compensation & Benefits

Starting Salary Range: \$63,000-68,000 annually, depending on qualifications and experience. CACWA offers a competitive benefits package, paid time off, paid training & professional development opportunities, and a shortened work week (Monday-Thursday 7:30-4:30; Friday 7:30-NOON)

Employer Information

Children's Advocacy Centers of Washington (CACWA) was established as the Washington State Chapter in 2007 and is a membership organization dedicated to the development, growth, and sustainability of Children's Advocacy Centers (CACs). CACWA is an accredited member of the National Children's Alliance and is responsible for providing support, training, quality assurance and statewide leadership to CACs and their multidisciplinary team (MDT) partners.

Work Environment & Travel

This position requires occasional statewide travel for site visits, meetings, and training. Work is primarily performed in the Olympia office, but hybrid work is an option based on organizational needs.

Equal Opportunity Statement

CACWA is an equal opportunity employer and is committed to building a diverse and inclusive workplace. We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other protected status under applicable law.

How to Apply

Email resume and cover letter to Paula Reed, Executive Director: director@cacwa.org
Position will remain open until it is filled.