



**Area Agency on Aging
Washington**

CHIEF FINANCIAL OFFICER

\$100,000 - \$120,792

Plus Excellent Benefits

Apply by

May 21, 2023

(Applications Reviewed as Submitted. Open Until Filled)

***P*ROTHMAN**



THE REGION



The Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) is headquartered in Olympia, Washington and serves the counties of which its name is derived. Olympia is the capital of the state of Washington, the county seat of Thurston County, and is the southern gateway to Puget Sound's metropolitan region. With fresh and salt-water shorelines and nearby timbered forests, Olympia offers convenient access to water sports, hiking, and outdoor recreation. The city is routinely recognized for its outstanding quality of life, vibrant downtown, convenient walking and biking, active/engaged community, low crime rate, and family friendly amenities. Olympia, the Capital City, is also the entertainment, arts and cultural hub for the Thurston County area and beyond.

Home to more than 290,000 residents, Thurston County is 60 miles south of Seattle and 100 miles north of Portland, Oregon. Thurston County is home to a wide variety of industries, including state government, health care, retail, military, education, construction, farming, fishing, logging and has an active arts community. With an economic engine fueled to a great extent by state government, as well as three higher education institutions, Olympia enjoys the benefits of a stable workforce, an engaged and educated community, and a well-supported school system.



To the south of Thurston County, Lewis County is brimming with simple pleasures, relaxing excursions, and world-class outdoor adventures. The county is home to 85,000 residents who enjoy glorious Mount Rainier, awe-inspiring Mount St. Helens, thickly forested wilderness, pristine streams, and lush volcanic valleys. Approximately one-third of Lewis County is national forest and includes portions of Mount Baker-Snoqualmie, Gifford Pinchot national forest, and the Mt. Rainier National Park. Residents of Lewis County have quick and easy access to many cultural activities, fairs, concerts, entertainment options, and a wide assortment of annual events.

To the north of Thurston County located between the Puget Sound and the Olympic Mountains, Mason County has approximately 67,000 residents and covers 1,051 square miles. The City of Shelton is the only incorporated city within Mason County, with the surrounding communities of Allyn, Grapeview, Belfair, Hoodspport, Kamilche, Skokomish, and Union offering residents access to Hood Canal, breathtaking views, world-class activities including scuba and skydiving, clamming, shrimp and salmon fishing, and miles of pristine shoreline for boaters, kayakers, and beachcombers to enjoy year-round.

THE ORGANIZATION

The Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) is a governmental agency that has been sponsored by Lewis, Mason, and Thurston Counties since 1976. The Agency is part of a state network of 13 Area Agencies on Aging in Washington State and is part of a national network of 622 Area Agencies on Aging across the country. The governing board of the agency is the Council of Governments, which was created through an inter-local agreement and consists of one county commissioner from each of the three sponsoring counties. LMTAAA operates with 87 FTEs on a 2022 budget of \$12.39 million.

The mission of the Lewis-Mason-Thurston Area Agency on Aging is to advocate, support, manage, monitor, plan, fund and coordinate programs and services for older adults, adults living with a disability and family caregivers. LMTAAA serves as a vital advocate, resource and care coordinator for thousands of seniors and adults with disabilities who are looking for answers on aging and assistance with living longer, fuller and more productive lives. The Agency is mainly funded both by state and federal funds through LMTAAA's partnership with the Washington Department of Social and Health Services (DSHS), Aging and Long-Term Support Administration (AL TSA), and is designated to receive funding from the Older Americans Act (OAA) through the Administration for Community Living (ACL) and through the Center for Medicaid and Medicare (CMS). The LMTAAA team is composed of highly dedicated and experienced people who value service, excellence, empowerment, and collaboration.

To learn more about LMTAAA, please view the short video found by visiting www.prothman.com or by clicking [here](#).



THE DEPARTMENT

The Fiscal Department operates with four staff including the CFO, a Lead Payroll and Accounting Specialist, Payroll Specialist, and a Fiscal Technician. Fiscal services provided include: payroll and accounts payable (payments are currently issued through Thurston County); monthly billing to the Washington DSHS for state and federal grants; preparation of annual financial statements and coordination of the annual state audit; review of contracts prior to executing them; subrecipient monitoring and limited fiscal monitoring of providers; preparation of annual area plan budget and contractual budgets (Older Americans Act, DSHS State/Fed budget, Medicaid Transformation Demonstration); strategic planning/long term staffing; and salary/benefits projections discussion and tracking of cash flow and balances.



THE POSITION

Reporting to the Executive Director, the Chief Financial Officer is a key management position with responsibility over a full range of administrative services including fiscal management, billing, payroll, vendor/provider payments, financial reporting, forecasting and budgets. This position is a member of and collaborates with the Executive Leadership Team and serves as one of the Agency's division directors.

For a full job description, please view the attachment found [here](#).

EDUCATION & EXPERIENCE

A bachelor's degree in business, accounting, public administration, or a closely related field, and four (4) years of progressively responsible experience in fiscal management, including two (2) years of experience in a supervisory role is required. It is preferred that candidates have two (2) years of experience in accounting involving federal grants, two (2) years of experience auditing government financial statements and/or grant compliance, and certification as a Certified Public Accountant, Certified Government Financial Manager, Certified Managerial Accountant or equivalent. Candidates that possess any equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities required to perform the job requirements will be considered.

COMPENSATION & BENEFITS

- **\$100,000 - \$120,792 DOQ**
- Medical, Dental, Vision, Long Term Disability, Short Term Disability
- Life Insurance
- Longevity Pay based on Years of Service
- Employee Assistance Program
- Washington State Public Employees Retirement System (DRS)
- 14 Paid Holidays
- 3 Floating Holidays
- 3 Management Paid Days Off
- Generous Alternative Leave Program
- Hybrid Work Environment - Two (2) Days in the Office and Three (3) at Home
- Flexible Schedule

To learn more about LMTAAA,
please visit:

www.lmtaaa.org



The Lewis-Mason-Thurston Area Agency on Aging is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 21, 2023** (*Applications Reviewed as Submitted. Open Until Filled*). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**Lewis-Mason-Thurston Area Agency on Aging, WA – Chief Financial Officer**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



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