



Building Industry Association of Washington
300 Deschutes Way SW, Ste. 300
Tumwater, WA 98501
(360) 352-7800 | BIAW.com

POSITION RECRUITMENT

Director of Finance & HR

POSITION OVERVIEW

The Building Industry Association of Washington (BIAW) is seeking to hire a full-time, permanent Director of Finance & Human Resources to serve as the chief accounting officer and HR administrator for the organization. This position is responsible for all accounting, financial reporting and financial internal control operations of the association, along with all HR policies and procedures.

Reporting to the Executive Vice President, the Director of Finance & HR works collaboratively with member and staff leadership to meet the association's financial and strategic objectives.

Finance responsibilities include improving financial management, arranging financial audits, ensuring compliance with state and federal regulations, and providing strong leadership as a member of the senior management team. Human Resources responsibilities include onboarding, employee relations, HR policy & procedure guidance, training, workers compensation, etc. Supports policies & Procedures to promote continuous improvements to the quality of the workforce.

DUTIES: Accounting

- Handles accounts payable and receivable; online payroll processing system; budgeting; cash services; fixed assets; capital funds; tax compliance; and development and maintenance of sound internal control systems over financial operations.
- Coordinates the annual audit by an independent CPA firm in accordance with GAAP, and produces the financial statements, supporting schedules and analyses, and all documentation requested by the auditors.
- Prepares regular financial statements for presentation to the BIAW Officers and Directors.
- Coordinates with a contracted accounting firm the preparation and accurate reporting of all required federal and state tax returns.
- Develops and maintains the organization's financial accounting system to account for the receipt and expenditure of all funds, and to report operating results to the association leadership in accordance with generally accepted accounting principles (GAAP), government regulations and industry best practices.
- Maintains the chart of accounts, including the determination of proper classification of accounts.
- Manages employee benefits, including 401K and health care plans.
- Provides strong leadership and management skills as a member of the Executive Team.

DUTIES: Human Resources

- Manages complete employment processes and ensures the quality of the workforce continually remains at a high level.
- Administers company policies and procedures to comply with all state and federal laws, including ADA, FMLA and EEO requirements. Advises management and employees on HR policy, procedures and programs to ensure practices are aligned with approved HR directives.

- Counsels management and employees regarding employee relations matters and is personally involved in internal investigations and disciplinary matters.
- Conducts training sessions regarding leadership, policies, procedures and best practices to continually refine the workforce.
- Document all new hire paperwork ensuring all company policies, procedures, healthcare benefits and other forms of compensation are appropriately reviewed and maintained.
- Manages all FMLA request, sick leave, and leaves of absence.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or related field; CPA or MBA preferred.
- At least 7 years of increasingly responsible professional experience and financial management.
- Proficient in Microsoft Dynamics SL (or related accounting systems) and possesses a strong understanding of the use and potential of technology in the area of financial management.
- At least 3 years Human Resources experience: including coordinating administrative work with confidential and sensitive documents.
- Demonstrates excellent problem-solving, analytical and business skills; and strong independent project management skills to meet deadlines.
- Knowledge of accounting standards for profit and non-profit organizations is strongly preferred.
- Exceptional interpersonal, written and verbal communication skills; and strong presentation skills. Ability to present complex financial issues to an organization Board of Directors.
- Demonstrated ability to build strong collegial relationships across all levels of an organization.

COMPENSATION PACKAGE

The BIAW Director of Finance & HR is a full-time permanent position. Annual salary is commensurate with responsibility of the position and the experience of the successful candidate. Health insurance, 401K and annual paid time off is included in the benefits package.

BIAW is an equal-opportunity employer.

REPORTING RELATIONSHIP

The Director of Finance & HR reports directly to the BIAW Executive Vice President.

ORGANIZATION

As the state's largest trade association with nearly 8,000-member companies, responsible for approximately 188,000 jobs, we are the people who build, remodel and maintain homes. We create economic opportunity and build strong communities. BIAW champions the rights of our members and fights for affordable homeownership at all levels of government. Learn more at: www.biaw.com.

HOW TO APPLY

All applications should include a cover letter of interest and resume. Application deadline is Friday, May 21. Send application materials to:

Building Industry Association of Washington
 300 Deschutes Way SW, Ste. 300
 Tumwater, WA 98501
 Attn: Greg Lane
gregl@biaw.com