



JOB ANNOUNCEMENT

Position: Assistant Bookkeeper (Olympia office)
Reports to: Director of Operations
Classification: Non-Exempt
Compensation: \$24.18/hour; part-time (20-hour week), plus benefits (including medical, dental, vision, retirement contribution)

The mission of the Washington State Coalition Against Domestic Violence is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We work to improve the response to domestic violence and create a social intolerance for abuse, keeping the experiences of survivors—including from communities of color and other historically marginalized communities—at the center. WSCADV's team approach facilitates the sharing of power and responsibilities across positions and reflects WSCADV's commitment to inclusion and leadership development.

WSCADV has an annual budget of approximately \$3.2 million with multiple fund sources, including state and federal government contracts, private foundation grants, sponsorships and donations. The Assistant Bookkeeper is responsible for assisting the Staff Accountant with many aspects of the Coalition's financial activity in accordance with GAAP and specific contract and grant requirements.

Primary Responsibilities

- 1) Assist with the following duties, as directed by the Staff Accountant:
 - Accounts payable and receivable.
 - Payroll and associated taxes.
 - Monthly bank and credit account reconciliations.
 - Monthly balance sheet and financial reports.
 - Quarterly, annual, and final reports for state and federal funding contracts.
 - Preparation and onsite work related to the annual audit.
 - Inventory.
 - Paperwork related to benefits changes.
 - Maintaining electronic and hard copy general accounting files.
- 2) Participate in general WSCADV staff activities and other duties as assigned.
- 3) Perform all work in a culturally responsive manner consistent with WSCADV's mission and Principles of Unity.

Required Qualifications

- 1) Minimum two years of bookkeeping experience.
- 2) Demonstrated competence with double-entry accounting and general ledger.
- 3) Working knowledge of Quickbooks and Outlook Exchange.
- 4) Proficiency with Excel.
- 5) Detail-oriented, accurate, organized and efficient with data entry.
- 6) Ability to work both independently and as a member of a team.
- 7) Ability to travel to other locations on occasion for work-related meetings, including one weekend event and an out-of-town conference (travel costs are covered).

Preferred Qualifications

- 1) Experience communicating directly and effectively with external contacts (customers, vendors) regarding bookkeeping questions.
- 2) Experience with nonprofit accounting is a plus.
- 3) Spanish language oral and written proficiency is a plus.

People of color, Native people, and survivors of domestic violence are encouraged to apply.

To Apply

This position begins in early January 2016. **To apply, please submit the following package:**

- A cover letter summarizing your interest in and relevant experience for this position;
- Your resume; and
- 3 references (2 of which must be professional).

Email to: sandi@wscadv.org (subject line: Assistant Bookkeeper Hiring – [your last name])

Applications must be received by 5:00pm on Monday, November 16, 2015. No calls please.