

## JOB DESCRIPTION

- Position:** **Administrative & Bookkeeping Assistant**
- Reports to:** Finance and Operations Director
- Location:** Anywhere in WA state; open to partial work-from-home. *Must be available to come to Seattle office for a full day at least every two weeks.*
- Classification:** Non-exempt
- Pay & Benefits:** **\$50,000 to \$56,000 (\$27.47 to \$30.77/hour, 35 hours/week), DOE, plus:**
- 35-hour work week
  - Annual pay increases per salary structure
  - 100% paid medical, dental, vision health insurance premiums, 50% paid for dependents
  - HRA reimbursement
  - Student loan payment assistance
  - 100% paid long-term disability and life insurance
  - Retirement contribution after 6 months
  - 3 weeks annual vacation with periodic increases, 13 paid holidays, and sick leave
  - Flexible, family-friendly work environment

Our mission is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We improve how communities respond to domestic violence and create a social intolerance for abuse, support our member programs, and inform the public. Guided by our [Theory of Change](#), we work to undo the root causes of violence, building racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV's team approach facilitates the sharing of power and responsibility across positions.

### **This job is a hands-on role:**

- (1) Support invoicing, reporting, and federal grants management for our [Crossing Borders](#) immigrant survivor advocacy project;**
- (2) Communicate effectively with Latinx farmworker organizations and domestic violence/sexual assault program partners;**
- (3) Support general accounting functions, such as AR/AP, data entry, and billing.**

This position is an integral part of a 3-person accounting team, and a 2-person Crossing Borders project team, in a staff of about 20 people. WSCADV has a friendly, flexible work environment where we value each person.

Valid driver's license and/or ability to occasionally travel is required (e.g., for annual conference). *Proof of COVID vaccination is required.*

## **Responsibilities**

### 1) Crossing Borders project:

- a) Lead quarterly invoicing for project, to obtain and cross-check invoices from subcontractors, submit for payment, and support federal grant budget management.
- b) Support federal grant reporting, e.g., collect service data and narrative reports from subcontractors, review accuracy, and assist with reporting in the online federal grants platform.
- c) Know, track, and assist with explaining federal grant requirements, special conditions, and budgets for WSCADV and project partners.
- d) Communicate to collect invoices, reports, service data, and to share knowledge and budget information, with Latinx farmworker organization staff and domestic violence/sexual assault advocates and *promotoras* (grassroots health educators).
- e) Assist with project activities, e.g., scheduling, Zoom meetings, emails.

### 2) General Accounting:

- a) Compile, cross-check, and process Accounts Payable transactions.
- b) Compile and cross-check credit card reports and receipts. Support proper coding of credit card and other purchase transactions and proper coding of all cash receipts.
- c) Assist with the preparation and submission of monthly/quarterly invoices to state and federal funders.
- d) Support the preparation and submission of online quarterly and annual financial and narrative reports for federal, state, and foundation grants and contracts.
- e) Assist Finance & Operations Director with preparation of annual and grant budgets and periodic budget forecasting.
- f) Assist Accountant with maintenance of perpetual inventory.
- g) Maintain paper and electronic records and ensure the review and approval process has been completed for all documentation.
- h) Provide other administrative support to the accounting team for miscellaneous routine tasks, reports, and research projects.

### 3) Teamwork

- a) Work closely and effectively with the Crossing Borders Coordinator, Accountant, Finance and Operations Director, coworkers, and the Crossing Borders partner organizations.
- b) Perform other general WSCADV staff duties related to [annual conference](#), [Refuse To Abuse® 5K](#), and other duties as assigned. Occasional travel within WA state is required (e.g. to annual conference).

- c) Participate in domestic violence, multicultural, and anti-oppression activities and trainings, and perform all work in a culturally responsive manner consistent with WSCADV's [mission](#) and [Principles of Unity](#).

## **Qualifications**

### **Desired Knowledge, Skills and Abilities**

- Deep respect for diversity and commitment to advancing WSCADV's [mission](#), [Theory of Change](#), and [Principles of Unity](#), including undoing racism, sexism, and other forms of oppression.
- Comfortable with numbers, forms, and using Excel to organize data or info.
- Ability to explain forms and guide others (e.g., survivor advocates) to complete financial, data, and narrative reports on a timely basis in a respectful, non-judgmental way.
- Ability to work independently, plan and manage time, and sort multiple priorities while exercising good judgment.
- Ability to foresee and solve problems and meet deadlines in a professional, positive manner.
- Ability to oversee and safeguard confidential and sensitive information.
- Ability to listen and communicate in both spoken and written English, and to work collaboratively with co-workers, contractors, and agencies.
- Ability to communicate effectively with co-workers on how to complete detailed tasks for which accuracy and consistency are critical.
- Demonstrated spirit of cooperation and ability to build positive working relationships in an interactive, productive, team environment.

### **Required Experience**

- At least 2 years of experience in an administrative and/or bookkeeping role
- Software:
  - Microsoft Office Suite, including Excel.
  - Experience with or ability to quickly learn software applications (e.g., for basic accounting, timesheets, expense reports, project management).

### **Preferred Experience**

- Comfort with numbers, bookkeeping experience not required but great to have.
- Basic understanding of GAAP for nonprofits.
- Working knowledge of QuickBooks Desktop.
- Lived experience with rural, Latinx, farmworker communities.
- Knowledge of nonprofit or Tribal social service organizations.
- Spanish language fluency.

**\*HOW TO APPLY\***: Please submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience and abilities for this position.
- 2) Include your response to this question: **“In your experience, what are the most effective ways to communicate about financials or administering projects with people who feel intimidated by these things?”** (please answer this in 1-3 sentences in your letter)
- 3) Your resume.

Email to: [emma@wscadv.org](mailto:emma@wscadv.org) subject line:

Administrative & Bookkeeping Assistant Hiring – [your last name]

Applications will be considered on a rolling basis. Position open until filled. Anticipated start is early December. No calls, please.

*People with lived experience as farmworkers, Latinx and other people of color, Native people, people from other historically marginalized communities, and survivors of domestic violence are especially encouraged to apply.*