



JOB ANNOUNCEMENT

JOB TITLE:	Assistant AP Bookkeeper		
PROGRAM:	FINANCE	FLSA STATUS:	Non exempt
LOCATION:	Daybreak Star Indian Cultural Center, 5011 Bernie Whitebear Way, Seattle, WA 98199	WORK SCHEDULE:	Part-Time (16-20 hours/week)
REPORTS TO:	Finance Manager & Accountant	PAY RANGE:	\$20-23/hour

Overview

We are looking for an assistant bookkeeper to enter accounts payable items using the accrual accounting system, creating purchase orders, and reviewing and compiling timesheets. This is a job where the candidate would receive ongoing training from the Accountant on how to do job tasks. The goal is to maintain accounting data for ongoing budgeting and audit preparations.

Responsibilities

- Entering accounts payable using accrual accounting
- Collecting and recording receipts
- Creating purchase orders, which are to be treated and protected as cash
- Organizing and filing of vendor paperwork (invoices and documentation) and contracts
- Assisting in review and organization of timesheets for payroll
- Opening non-sensitive mail (bills from vendors)
- This job may handle physical cash from time to time during events
- Other items Accountant and Finance Officer may need help with relating to finance office needs

Requirements

- Desire to learn basic non-profit accounting, training provided
- Desire to learn Quickbooks
- Excellent problem-solving skills
- Excellent organizational skills
- Excellent communication ability
- Proficiency in Office 365 (Outlook, Word, Excel, etc.) preferred
- Familiarity with online payment systems (PayPal, Square, Shopify, etc.) preferred
- Clean background check required
- References requested
- Driver license preferred but not required

AMERICANS WITH DISABILITY SPECIFICATIONS: PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk, hear and smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This is a desk job that requires sitting or standing, use of a mouse and keyboard, looking at a monitor for extended periods of time, and greeting people as they enter the office.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually mild to moderate.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

<p>OPENING DATE: 09/01/2022 CLOSING DATE: Until Filled</p> <p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at www.unitedindians.org/about/jobs , please submit with a resume and cover letter to jobs@unitedindians.org .</p> <p>Please contact HR for questions : #206-475-1353, msalanga@unitedindians.org</p>
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