



The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community as well as all communities in need.

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

Bookkeeper

Job Title

5011 Bernie Whitebear Way
Seattle, WA 98199

Location (address)

\$20.00 - \$23.00 hourly,
Depending on Qualifications

Wage

16 – 20 hours/week

Schedule

Employer Paid Medical, Dental,
Vision, Life/Long-term Disability,
Paid Breaks, Paid Time Off, Paid
Holidays, Employee Assistance
Program

Benefits



- Must be able to pass a background check
- 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 or hear; taste or smell. The employee must occasionally lift and/or move up to 30 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. The employee must also be able to drive during the day time and at night. When visiting client homes, driving to the office, and driving to outreach and group connection events, the employee may be exposed to a range of King County weather conditions and changing noise levels. The noise level in the office work environment is usually 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. United Indians of All Tribes Foundation is an at-will employer.

<u>Hiring period</u>		<u>To Apply</u> Complete our employment application . For questions please email our HR team at jobs@unitedindians.org United Indians of All Tribes Foundation is an Equal Opportunity Employer
Starts: 5/12/2023	Ends: UNTIL FILLED	
Active recruitment for this position will not begin until the period outlined above. Applicants are welcome to submit application documents before hiring period.		