



POSITION TITLE: Bookkeeper

REPORTS TO: Executive Director

POSITION TYPE: Part time, hourly.

SALARY: Hiring range \$30.00-\$32.00 per hour DOQ

BENEFITS: Holiday, vacation and sick leave prorated based on FTE. 401k contribution after 12 months of employment.

HOURS: Part time, 20 hours per week schedule negotiable; Ideally Mon-Friday 4 hours per day

LOCATION: This position is based full-time out of our West Olympia office.

About Us: Family Support Center of South Sound is a nonprofit 501c3 multi-service agency located in Olympia, Washington, founded in 1992 to provide families and survivors of domestic violence, sexual assault, stalking, and human trafficking with coordinated supportive services in one centralized location with the mission, “*Working Together to Strengthen All Families and Survivors*”. Family Support Center seeks to build strong, healthy, safe, and hopeful families through collaborative programs and services, to reduce the impacts of family and child poverty, homelessness, and family violence in the South Sound community.

Position Summary: The Bookkeeper is responsible for recording and maintaining the agency's financial accounts and records. They perform daily accounting tasks such as general ledger entries, recording of payments and adjustments as well as processing payables and receivables, payroll, reconciliations, and other daily financial entries.

Preferred Skills and Experience

- Experience: Successful applicants will have a minimum of 2 years of experience with bookkeeping preferably in the nonprofit sector.
- Education/Training: High school diploma or equivalent.
- Technology: Proficient in computer use, including Microsoft Windows programs and Google platform. Expertise in Quickbooks.

Licenses and Other Requirements:

- Ability to pass a comprehensive background check.
- Over the age of 18.

Primary Responsibilities:

- Follow established standard operating procedures for maintaining financial records; offer suggestions for improvements as opportunities are identified
- Ensure data entry is accurate and includes details as specified on payables and receivables
- Process all accounts receivables and payables
- Maintain chart of accounts
- Process twice monthly payroll, ensuring all allocations, uses of PTO, and deductions are accurate
- Process agency and employee 401k contributions with each payroll
- Reconcile bank accounts, credit cards and vendor statements monthly
- Utilize online banking to monitor bank accounts and ensure all ACH payments are credited to quick books on a weekly basis.
- Maintain up to date and accurate filing
- Alert Executive Director of account status/need for funds transfers

- Calculate and record the allocation of shared expenses for each transaction. Follow established allocation plan and complete journal adjustments as needed
- Prepare and file quarterly and year-end tax document
- Produce financial reports on a monthly basis, balance sheets, P&L, AR and AP Aging
- Assist in preparation of invoices for billing
- Review accounts payable invoices and check requests to confirm expenses incurred, funding resource and program designations are correct before preparing checks for final review and signatures.
- prepare bank deposits
- Track and report overdue accounts
- Participate in monthly finance meetings to review financials, answer questions, make corrections etc.
- Assist with preparation for annual audits
- Other duties as assigned

To apply for this position, please email your professional resume, cover letter, and contact information for three professional references to hire@fscss.org or mail to Family Support Center of South Sound 3545 7th Ave SW Suite 200, Olympia WA 98502. No phone calls.

Position open until filled.

Family Support Center is an equal opportunity employer and service provider. Family Support Center shall not discriminate against any person on the basis of any legally protected status including, but not limited to: age, citizenship, color, disability, health condition, ethnicity, marital status, national origin, religion, sex, or sexual orientation.