



POTLATCH FUND

INSPIRING THE NATIVE TRADITION OF GIVING

Part-Time Bookkeeper

Salary Range: This is currently a part-time position with flexible hours. Our established hourly rate is \$16 - \$20 for 10-15 hours of work per week.

Office Location: 801 Second Ave, Suite 304; Seattle, WA 98104

Reports to: Executive Director

Application Deadline: Immediate, Open Until Filled

Job Summary: Hourly Bookkeeper for Potlatch Fund a Native-led 501(c)(3) nonprofit organization. This position will report to the Executive Director and the Potlatch Fund Finance Committee. Experience in fund accounting practices required with proven experience in nonprofit bookkeeping.

Essential Duties and Responsibilities will include:

Accounting

- Full-cycle accounts payable including process grant award checks multiple times per year
- Accounts receivable including billing and tracking invoices & donor pledges
- Recording deposits which are a mixture of unrestricted and restricted donations, grants, and other contributions
- Processing employee payroll and employer taxes twice per month using Intuit software
- Verifying that Intuit accurately records employer taxes, vacation, salaries and benefits
- Filing state and federal corporate tax forms (Washington Secretary of State annual filing, Employment Security, L&I, W-2s, 1099 forms, etc)
- Maintaining annual budgets with direction from the Executive Director
- Distributing monthly financial statements to the Finance Committee and Executive Director
- Maintaining internal controls to ensure an internally safe process for reconciliations and deposits
- Maintain the contractor files and W-9 forms in a safe and organized file cabinet
- Maintaining useable filing systems for Deposits, Accounts Payable and Bank Statements
- Proficient with Generally Accepted Accounting Principles including accrual based accounting
- Proficient with QuickBooks (2007 or more recent) or comparable accounting software including use of class and customer fields to track separate grant funds
- Providing accounting training to staff upon request of Executive Director
- Participate in Finance Committee Meetings
- Assist with the Financial Management component of TA trainings
- Other duties as assigned by the Executive Director

Knowledge, Skills, and Abilities:

- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Ability to work efficiently and produce work that is consistently accurate
- Ability to handle stress and meet deadlines and budgets
- Ability to work with Program staff in the development of program budgets
- Ability to flourish, with humor, in a fast-paced, rapidly growing non-profit foundation and community-based leadership development organization

Credentials and Experience:

- Bachelor's degree from an accredited college or university. AA or BA degree in accounting highly desirable
- A minimum of 2-3 years working in a 501(c)(3) nonprofit or philanthropic organization preferred
- Excellent written and verbal communication skills
- Experience working with Tribal communities or diverse communities preferred
- Experience with Quickbooks 2007 (or more current) accounting software
- Clearly demonstrated experience with Microsoft suite products packages (Word, Outlook, Access, Excel, Publisher, and PowerPoint)

To apply for this position, please submit a cover letter (stating your interest and experience and why you have applied for this specific position), **resume, and the completed [Potlatch Fund job application](#)** (downloadable on our website www.potlatchfund.org) **via mail, fax, or email to:**

Dana Arviso, Executive Director
Potlatch Fund
801 2nd Ave, Suite 304
Seattle, WA 98104

Fax: 206-264-7629
Email: info@potlatchfund.org

CLOSING DATE: Open Until Filled

Kindly do not call the office to inquire about this position.