

Part Time Position Opening Bookkeeper

Hutch Kids Child Care Center is a full day, year round early learning program located on the campus of Fred Hutchinson Cancer Research Center in South Lake Union area of Seattle. We provide on-site child care for the employees of Fred Hutchinson, Seattle Cancer Care Alliance, and their partners..

Position Overview

The Bookkeeper is responsible for maintaining accurate detailed records in the general ledger, including payroll, accounts payable/receivables, and deposit transactions. The Bookkeeper ensures that all transactions are coded correctly by project and/client. Working together with the Executive Director and the agency's CPA, the bookkeeper helps to provide regular financial reporting to the agency's Finance Committee. This is a part time, .30 FTE a week with flexible scheduling.

Responsibilities

- Prepare and record all bank deposits in QuickBooks.
- Code and record all accounts payable transactions and issue checks to vendors.
- Communicate with vendors, consultants, and colleagues as needed.
- Code and summarize country manager reports and enter transactions in QuickBooks.
- Code, reconcile and data enter credit card transactions.
- Record semi-monthly payroll transactions.
- Work with CPA to ensure a clean annual audit.
- Assist in budget preparation including entering budget data in QuickBooks.

Education, Experience, and Personal Characteristics

- AA degree or higher, in accounting, bookkeeping, or related field, and a minimum two years accounting experience, preferably in a nonprofit organization.
- Computer literacy required; excellent database, spreadsheet skills and word-processing; High-level of proficiency with QuickBooks required.
- Demonstrates high attention to detailed work.
- Anticipates problems and develops practical, positive solutions.
- Thinks and works well as part of a collaborative, integrated team to accomplish goals.
- Exhibits absolute integrity, honesty, openness and sound judgment.
- Possesses excellent interpersonal skills.

To Apply:

Qualified applicants, please email your resume and a cover letter to pgrigsbyjones@hutchkids.org. The deadline for applications is February 29, 2012.

All employees must have a negative TB test, and have a clear criminal background verification prior to beginning employment.