



Parent Trust for Washington Children seeks Bookkeeper to support our mission of creating lasting change and hope for the future by promoting safe, healthy families and communities.

### **Qualifications**

- 2 or more years experience in accounting
- Working knowledge of U.S. GAAP and accrual accounting
- Proficiency with QuickBooks and Excel
- Non-profit accounting experience, including external audits and fund accounting preferred

### **Duties**

- Maintain positive working relationships with employees, customers, and vendors.
- Supervise A/P and Payroll Assistant.
- Work with the Executive Director to create annual budgets.
- Reconcile bank and other balance sheet accounts.
- Process and analyze transaction data from registration database.
- Record donations in donor database.
- Prepare cash flow projections.
- Prepare monthly financial reports for the Board of Directors.
- Prepare monthly invoices for Washington State government contracts.
- Work with external accountants to complete annual Form 990 tax filings.
- Work with external auditors to generate annual audited financial statements. This includes internal control review, donation confirmations, and other fieldwork.
- Complete city and state tax filings, state and federal payroll tax reports, and other required state reports.
- Manage merchant processing accounts.
- Enter general journal entries for accruals, depreciation, and other adjustments.
- Perform personnel tasks, including hiring and benefits enrollment.
- Manage technology, including new device setup, user support, and troubleshooting.
- Perform other duties as assigned.

### **Other information**

- During the COVID-19 pandemic, Parent Trust for Washington Children is operating under CDC guidelines.
- Parent Trust for Washington Children is an Equal Opportunity Employer.
- The Bookkeeper reports directly to the Executive Director.
- This is a salaried position for 32 hours per week.

### **Compensation**

- \$23.50 per hour
- Employer-paid medical, dental, vision, and short-term disability insurance
- Paid time off and sick leave
- 403(b) retirement plan

Applications are due Friday, April 30, 2021.

Email applications and inquiries to Jonathon Lucas: [jlucas@parenttrust.org](mailto:jlucas@parenttrust.org).