



Title: Senior Bookkeeper
Employment type: Full-time
Program area: Finance & Administration
Reports to: Finance Director

OneAmerica is a Seattle-based nonprofit whose mission is to advance the fundamental principles of democracy and justice by building power within immigrant communities.

Our work today is more important than ever, and OneAmerica is growing and becoming stronger to meet the current political challenge. Join a dynamic team leading the local resistance and play a key role in our organizational growth.

POSITION SUMMARY:

OneAmerica is seeking a self-motivated and highly organized Senior Bookkeeper to strengthen and implement the organization's financial systems and controls. The successful candidate will be detail-oriented, knowledgeable on finance systems and processes, and passionate about social justice. The Senior Bookkeeper will report to the Finance Director.

Primary Responsibilities:

- Supervise and implement the organization's accounts receivable and payable
- Process organizational payroll for OneAmerica employees and contractors
- Support Human Resource and Benefits Administration in collaboration with the Finance Director and Human Resources Manager
- Maintain physical and electronic files for development, vendors, and receivables
- Review, revise and comply with organizational internal controls
- Generate database reports as necessary
- Fulfill all data entry needs associated with the organization's development and finance work, inputting and updating key information from events and projects in compliance with organizational protocol
- Other finance and administrative duties, as needed

Qualifications:

- Passion for social justice and building power in immigrant communities
- Demonstrated direct or relevant experience – knowledge of QuickBooks & accounting principles
- Advanced skills in Microsoft Office suite
- Extensive experience with QuickBooks
- Experience with GAAP Accounting
- Familiarity with nonprofit, community based organizations
- Meticulous attention to detail, accuracy, and deadlines
- Attention to organizational values (justice, courage, respect, collaboration, accountability) and to customer support and professional development for the organization's employees and community members
- Highest level of discretion in protecting confidential information
- Willingness to take initiative and generate creative solutions to challenges
- Ability to execute routine administrative procedures with a focus on smooth and efficient operation
- Excellent organizational, communication, and interpersonal skills and a commitment to professional conduct in all situations
- Ability to work successfully both independently and collaboratively

COMPENSATION:

- Salary range \$50,000 to \$60,000 DOE
- Comprehensive health, vision, dental, life, short- and long-term disability and supplemental AFLAC insurance; Flexible Spending Account (FSA), 403(b) retirement plan; 5 weeks paid time off, paid family leave, ORCA transit card
- OneAmerica is committed to employee growth and advancement, including opportunities for professional development

APPLICATION INSTRUCTIONS:

To apply, please send a resume and cover letter to jobs@weareoneamerica.org before January 31, 2018. Interviews will be conducted on a rolling basis. In your cover letter, please address how your personal and professional background informs your interest in working with OneAmerica. No phone inquiries please.

OneAmerica is an Equal Opportunity Employer and encourages women and people of color to apply.