

Accounting Assistant

Reports to Accounting Manager

32-40 Hourly (non-exempt) Position

Based in Seattle, work from home and eventually move to hybrid model

Seattle Parks Foundation is a 20-year-old nonprofit with a history of successful planning, organizing advocacy, and fundraising on behalf of our city's public spaces. We also believe that access to parks and public spaces is a critical indicator as Seattle strives to become a more equitable city. Our workplace is highly collaborative, professional, and respectful while nurturing a sense of fun. We are led by a strong and strategically engaged board of directors, and we strive to ensure that our team reflects the diversity of Seattle and has the cultural competence to ensure that we serve all residents of the city.

The following are our core commitments as an organization:

- We listen to learn, work in partnership, and lift up others.
- We are committed to diversity, equity, and inclusion. This means confronting our assumptions about structures of oppression and, in response, continually remaking our internal culture.
- We are accountable. When we commit, we deliver. When we make a mistake, we accept responsibility.
- We embrace change and the challenges that come with it.
- We nurture a culture of gratitude and continually celebrate and thank volunteers, staff, partners, and donors.

Seattle Parks Foundation is an Equal Opportunity Employer, and we believe that having staff, consultants and volunteers with diverse backgrounds enables us to meet our mission while creating an inclusive organization that reflects our values. We strongly encourage applications from all races, ages, religions, sexes, marital statuses, sexual orientations, gender identity, national origin, citizenship, military or veteran status, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination.

Job Description

The Accounting Assistant is a key member of the finance team, processing payments and recording receipts. The ideal candidate will have a keen eye for detail and accuracy. Should be able to work independently to evaluate documents for accuracy and completeness.

- Accounts Payable: invoice review and entry into QuickBooks, weekly check run
- Cash Receipts: record deposits into QuickBooks
- Reconciliation of deposits to donation database
- Enter credit card activity into QuickBooks
- Assist with contract billing
- Run monthly reports to support grants and partners

Primary Qualifications

- A minimum of 2-3 years of experience in accounts payable
- A minimum of 1-2 years of experience with QuickBooks
- Proficiency in Excel (pivot tables and data analysis).
- Attention to detail
- Ability to handle confidential information professionally and efficiently

Compensation and Benefits

- Hourly wage range between \$25-\$30 DOE.

- Full-time employees earn 24 days of Personal Time Off (PTO) per year.
- 100% employer-paid employee coverage platinum level medical insurance. Dental insurance and flexible spending account.
- Wellness program and Lifecare employee assistance program.
- 2% employer contribution to retirement plan.

To apply, please submit a resume and cover letter to Human Resources at hr@seattleparksfoundation.org by Jan. 25th, 2022.