

United Way of Grays Harbor

Serving Grays Harbor & Pacific Counties

2721 Simpson Avenue
Aberdeen, WA 98520
360.532.6260



facebook.com/uwghp
www.unitedwaygraysharbor.org

United Way Employment Opportunity

Position Title

Bookkeeper

This is a part time position up to 16 hours a week to start. Salary DOE.

Mission

United Way of Grays Harbor mobilizes people and resources to build a stronger and healthier future for every person in Grays Harbor and Pacific Counties.

Purpose

The position of bookkeeper creates financial transactions and creates financial reports from that information. The creation of financial transactions includes posting information to accounting journals and/or accounting software from such source documents as invoices, cash receipts and supplier invoices. The bookkeeper also serves as the receptionist and helps contribute to a professional and valuable workplace to support the mission of United Way of Grays Harbor.

Location

The Bookkeeper works in the United Way office at: 2721 Simpson Avenue, Aberdeen WA

Benefit

Gain experience in basic office functions as well as nonprofit interactions and fundraising

Qualifications

The bookkeeper candidate should be working towards an Associate's Degree in accounting or business administration, or have equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with a working knowledge of the QuickBooks Accounting software package. In addition, the perfect candidate will present a professional and friendly manner. They will be dependable and punctual, be self-directed, willing to take initiative, detail-oriented and organized. Candidate must respect and maintain confidentiality of United Way of Grays Harbor paid and volunteer staff, partners and donors.

Working knowledge of Microsoft programs and social media platforms a plus. Must pass background check.

United Way of Grays Harbor

Serving Grays Harbor & Pacific Counties

2721 Simpson Avenue
Aberdeen, WA 98520
360.532.6260



facebook.com/uwghp
www.unitedwaygraysharbor.org

Key responsibilities

Purchase supplies as authorized by management	Ensure that receivables are collected promptly
Pay supplier invoices in a timely manner	Record cash receipts and make bank deposits
Pay any debt as it comes due for payment	Maintain petty cash fund
Issue invoices to constituents	Issue financial statements
Work with external account to provide information	Assemble information for external auditors during audit
Maintain orderly accounting filing system	Maintain chart of accounts
Maintain annual budget	Comply with local, state and federal government reporting
Process payroll in a timely manner	Provide clerical support as requested
Answer phones	Greet visitors
Process bulk mailings	Other duties as assigned by Executive Director

Training & Support

- Receive general United Way orientation
- Complete office orientation which includes training on the following items:
 - Phone Tutorial
 - Filing Tutorial
 - Policies & Procedures
- Individual support & guidance given as needed

To apply for this position, please submit a letter of interest along with a resume to info@unitedwaygraysharbor.org

United Way of Grays Harbor is an equal opportunity employer. Employment at UWGH is based solely on a person's merit and qualifications directly related to professional competence. UWGH does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related condition (including breastfeeding), or any other basis protected by law. If you need assistance or an accommodation due to a disability, you may contact us at info@unitedwaygraysharbor.org or you may call us at 360-532-6260.