Job Announcement - Bookkeeper

United Way of Spokane County’s mission is to improve the lives and futures of all people in the community. We bring together expertise, funding and volunteer support to positively impact health, education and financial stability. In partnership with others, we work to eliminate inequities experienced by low-income and diverse populations so that all people have a safe, healthy home environment, achieve their educational potential, and increase their financial stability. We commit to building bridges across cultural, racial, religious, and economic boundaries.

We are currently seeking a Bookkeeper to join the Finance Team.

This position supports United Way through execution of ongoing pledge processing, accounts payable, payment disbursements, payroll processes, and maintains accurate ledger balances to support management reporting and organizational decision making, external audits, and regulatory reporting.

This is a part time position (24 hours/week) with Benefits (Health, Dental, Life Insurance and Retirement Contributions). The recruiting range is $16.77 - $22.36/hour DOE.

All candidates MUST apply on our Website at www.unitedwayspokane.org/careers in order to be considered for this position by close of business on October 5, 2020. Selected candidate must successfully pass background check applicable to position.

United Way of Spokane County is an equal employment opportunity employer and all applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristics protected by law. We strongly encourage people of color to apply.

Required Skills/Abilities:

- Strong organizational skills and attention to detail with time management skills with a proven ability to meet deadlines.
- Capable of flexibility and adapting to changes, expectations, delays or unexpected events in the work environment while maintaining professionalism.
- Ability to identify errors and take corrective action as needed, and to constructively apply feedback to improve performance.
- Proficient with Microsoft Office Suite.

Education and Experience:

Minimum Qualifications:

- Four years’ experience in bookkeeping.
- Demonstrate Intermediate Level usage of MS Excel and Word applications.

Preferred Qualifications:

- Nonprofit background
- Associates degree in Accounting