



ABOUT US: Ventures is a Seattle-based nonprofit that empowers aspiring entrepreneurs with limited resources and unlimited potential to improve their lives through small business ownership. We provide access to business training, capital, coaching and hands-on learning opportunities for entrepreneurs. We serve those in our community for whom traditional business development services are out of reach, with a focus on women, people of color, immigrants, and individuals with low income. Our ultimate goal is to support individuals to increase their income potential, achieve long-term financial stability, and provide for their families, and enrich their communities through small business ownership.

WHAT IT'S LIKE TO WORK FOR VENTURES: Ventures strives to provide impactful programs, while maintaining a healthy work-life balance and positive, team-oriented atmosphere. Our core values are Diversity, Integrity, Community, Empowerment, Innovation, and Client Success. Our team typically consists of 10-20 employees, plus a corps of contractors and volunteers, as well as an engaged Board of Directors.

POSITION OVERVIEW: As Bookkeeper, you will ensure that all financial information is up to date in QuickBooks so that decision-makers are able to access relevant data when required. As Office Manager, you will maintain an organized and efficient office that is welcoming to guests and functional for staff. We are willing to train the right candidate; this is fantastic role for career development.

RESPONSIBILITIES:

Other duties may be assigned as needed.

BOOKKEEPING

- **Accounts Payable/Receivable:** Issue checks for bills and employee reimbursements in an accurate and timely manner; ensure that all expenditures are appropriately categorized; record donations, grants, contracts, pledges,

- etc. in the accounting system; ensure revenue is appropriately categorized; communicate with team members regarding the timing of deposits and payments in order to ensure adequate cash flow.
- **Payroll:** Process new employee paperwork; coordinate monthly payroll process and benefits administration as needed.
- **Banking:** Maintain supply of checks for each bank account; maintain online bill-pay system for vendors;
- **Annual Audit:** Ensure strict adherence to audit requirements as instructed by Controller; prepare for and cooperate with those appointed to perform a yearly audit of financial records; participate in quarterly spot checks by Finance Committee;
- **Clerical:** Proactively maintain highly organized filing system; file invoices, payroll paperwork, reimbursements, insurance information and other financial records;
- **Other:** Order and maintain organizational business licenses, registrations, and certificates; assist as needed with budget and financial report preparations; perform other necessary and related work as may be assigned.

OFFICE MANAGEMENT

- **Reception:** Serve as the primary receptionist and first point of contact for office guests:
 - Provide a high level of customer service to all people who walk in our door, call us on the phone, or send us an email
 - Represent Ventures in a professional manner
 - Answer questions about programs and organization in Spanish and English and other communications as necessary
- **Assistance to Senior Leaders:** Provide logistical support for meetings and events, including room reservations, room set-up, note-taking, calendar maintenance, and etc.; prepare copies, labels, nametags, packets, folders, and other materials as needed
- **Office Space Tidiness:** Maintain an organized, clean office space; order office supplies; water plants; assist in the maintenance of organized filing systems
- **Data Entry:** Complete data entry for client and organizational projects
- **Other:** Administrative projects as needed

QUALIFICATIONS:

REQUIRED

- Written and verbal fluency in English and Spanish - this position must be able to greet and assist Spanish-speaking guests in person, email, and phone – please do not apply if you do not have at least intermediate Spanish language skills.
- Excellent analytic and mathematical skills
- Familiarity with standard bookkeeping terms and definitions
- Superior organizational skills and the ability to prioritize, problem solve, and multitask
- Keen attention to detail, including follow-through and follow-up
- Strong computer & technology skills, including Excel
- Strong interpersonal and relationship-building skills



Building businesses, changing lives

- High level of professionalism in dealing with confidential and sensitive issues.
- Ability to complete projects unassisted

PREFERRED

- Demonstrated success in similar positions
- Proficiency with QuickBooks
- Experience with low income individuals and people from diverse backgrounds
- Experience working in a nonprofit organization
- One to two years of bookkeeping or related experience at a small business or nonprofit organization;

PHYSICAL DEMANDS / WORKING CONDITIONS

The employee must be able to operate a computer and other office equipment, speak and listen on the telephone, and accurately see and interpret columns of numbers.

TO APPLY:

Please submit a resume and cover letter to:

[Brittany Kirk, Associate Director](#)

bkirk@venturesnonprofit.org

with the following in the subject line:

Bookkeeper & Office Manager (your last name)

No phone calls please.

This position is open until filled; we will begin interviews immediately upon receipt of qualified applications.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and the employee, and it is subject to change as the needs of the employer and the requirements of the job change.

Ventures is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and gender expression of identity) or any other classification protected by law

Please note - An employment offer will be contingent upon completion of a background check.

Compensation Package

- Starting Rate \$20 to \$22 / hr
- Medical and Dental Insurance
- Flexible Spending Account
- 403b Retirement Account
- Subsidized ORCA pass
- Annual professional development allowance
- 15 paid holidays per year
- 17 paid vacation days per year
- 12 paid sick days per year
- Work from home Fridays

Logistics

- Schedule: M-F 9:00am – 5:30pm
- Location: 2100 24th Avenue S., Ste 380, Seattle, WA 98144
- Desired Start Date: June 1, 2017