

Job Description

Position Title: Office Manager/Bookkeeper

Employed By: Alliance for Pioneer Square

Reports To: Deputy Director

Number of Hours: 25 hours/week, flexible

The Alliance for Pioneer Square is seeking an experienced office manager/bookkeeper with the skills, experience, and savvy to be the backbone of our day-to-day operations.

To succeed in this role, you'll need to love variety, work independently, communicate well, and be super organized. We are looking for a motivated individual with a proven track record in both bookkeeping and office administration. The right candidate will be flexible and able to thrive under pressure while maintaining a great sense of humor.

This position will require mainly in-office work with limited hybrid flexibility.

DUTIES AND RESPONSIBILITIES

- Bookkeeping using QuickBooks Online
- Billing/Invoicing
- Accounts Management
- Meeting Scheduling
- Contacts management and data entry (we use PBID Manager)
- Contract and grant management
- Paperwork systems management
- Office reception
- IT Support
- Office oversight
- Meeting logistics
- Other duties as needed

MINIMUM QUALIFICATIONS

- Strong business and finance administration knowledge, non-profit experience a plus.
- Grant accounting and reporting experience with a high degree of accuracy.
- Proficiency in QuickBooks Online and Microsoft Office applications, including Word, Excel and Outlook.

SKILLS DESIRED

- Excellent interpersonal, verbal, and written communication capability.
- Budgeting comprehension.
- Effective time management and organizational skills, with ability to prioritize and multitask.
- Creativity and problem-solving aptitude.
- Ability to work successfully independently and as part of a team.
- Ability to systemize and streamline workflow as needed.

COMPENSATION

- Pay: \$33.00 - \$35.00 per hour, with a maximum of 25 hours per week.
- Benefits:
 - 100% Employer Paid Health Insurance
 - Transit Benefit
 - Retirement Plan
 - Paid Sick and Safe Time

The Alliance for Pioneer Square is a 501c (3) non-profit organization devoted to the betterment of Pioneer Square through advocacy, programming, marketing, and community action. The Alliance is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Alliance never discriminates on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital or family status, or based on an individuals' status in any group or class protected by applicable federal, state, or local law.

To apply please submit your resume and cover letter to: jobs@pioneersquare.org. No phone calls please. Open until filled, priority for those applying before noon on September 5. Phone/Zoom screenings beginning the week of September 11, with up to (2) 45 minute in-person interviews the weeks of September 18 and September 25th.