

Position: Administrative Assistant WORKSTUDY

Reports to: Financial Manager

Availability & Time Commitment:

Year round position; 10 hours a week

826 Seattle is looking for an Administrative Assistant to support our Financial Manager with administrative and accounting tasks that help 826 Seattle to run smoothly.

Description

826 Seattle is a nonprofit writing and tutoring center dedicated to helping youth, ages six to 18, improve their creative and expository writing skills, and to helping teachers inspire their students to write. It is fronted by a gift store, the Greenwood Space Travel Supply Co, that sells space travel-themed gifts and novelties in custom designed packaging. Additionally the store serves as an important outreach tool to inform visitors about the work of 826 Seattle.

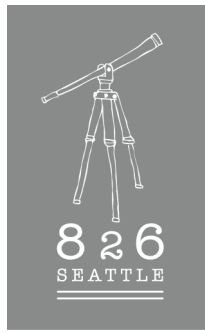
The ideal candidate has a natural ease with numbers and a keen attention to detail. He or she will be capable of understanding basic accounting concepts and will be very organized. This job has a variety of different tasks that happen week to week so flexibility and a sense of humor are a must. No accounting experience required.

Duties/Responsibilities

- Works with the Financial Manager to maintain accounting systems, including:
 - Tracking and entering weekly store sales
 - Money counting and reconciliation
 - A/R tracking and making weekly bank deposits
 - A/P tracking and check writing
 - Data entry into and maintenance of Quickbooks Pro
 - Filing
- General office duties and errands as needed
- Other related activities to support the work of 826 Seattle on an as needed basis

Ideal Qualities

- Prior working experience with Quickbooks Pro preferred
- Must be familiar with basic office programs (Mac Platform) and data entry
- Positive attitude, flexibility, and problem solving mentality
- Responsible self-starter, task- and detailed-oriented
- Above-average, bordering on exceptional, organizational skills



- Has patience, stamina, and flexibility to work in a busy, active environment with constant interruption
- Previous experience as an administrative assistant a plus
- Experience in cash handling and basic accounting desired

To Apply

Please email a resume and letter of interest to yoko@826seattle.org expressing your desire to apply for our position and a few words about what you are studying. You may also send these to us at:

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