

Bookkeeper

Department: Accounting

FLSA Status: Non-Exempt, hourly

Reports To: Accounting Manager

Overview:

Uplift Northwest (ULNW) is the go-to staffing and support services organization, proudly serving the greater Seattle area for more than 105 years. We are seeking a Bookkeeper to support our mission of guiding individuals on their path to self-sufficiency through employment and job readiness services.

ULNW is committed to serving individuals living in poverty and those experiencing homelessness by providing supportive services and employment training in high-demand jobs. To learn more about our work in the community, please visit www.UpliftNW.org.

About the Position:

Uplift Northwest is seeking a skilled and detail-oriented **Bookkeeper** to join our Accounting team. This role is responsible for supporting the organization's financial operations by managing key accounting functions, including **accounts payable, accounts receivable support, reconciliations, and financial recordkeeping**.

Essential Duties and Responsibilities:

Accounts Payable

- Receive, review, and enter vendor invoices into the Financial Edge accounting system, ensuring accuracy of vendor information, invoice numbers, amounts, and payment terms.
- Assign appropriate account codes to invoices and allocate expenses to the correct departments and grant-funded programs in compliance with grant requirements.
- Prepare and process payment runs, including checks and electronic funds transfers (EFT).
- Coordinate with department managers and budget owners to obtain invoice approvals and support documentation.
- Process and allocate credit card expenditures in accordance with organizational policies.
- Maintain accurate vendor records including contact information, payment terms, and tax identification numbers.
- Respond to vendor inquiries regarding invoices, statements, and payment status.
- Monitor accounts for payable aging reports to ensure timely payments and maintain positive vendor relationships.
- Reconcile accounts payable records monthly and resolve discrepancies as needed.
- Maintain organized electronic documentation of invoices, receipts, and related financial records.
- Ensure compliance with applicable tax regulations related to vendor payments.

Accounts Receivable

- Generate and distribute invoices for services provided by the organization.
- Prepare customer account statements and summaries when needed.
- Assist with receiving and recording customer payments including checks, EFT, credit cards, and online payments.
- Reconcile customer accounts and investigate discrepancies between payments and invoices.
- Monitor accounts receivable aging reports and follow up on overdue balances when appropriate.
- Reconcile customer payments with bank statements to ensure accurate cash receipt records.
- Prepare periodic reports on accounts receivable activity, including aging reports and collection status.

Financial Operations Support

- Assist with internal and external audits by preparing documentation and supporting materials as requested.
- Maintain accurate financial records in accordance with organizational policies and accounting standards.
- Stay informed about updates to accounting regulations, nonprofit financial practices, and industry standards.
- Identify opportunities to improve financial processes and workflow efficiencies.

Organizational Support

- Participate in department meetings, training sessions, and organizational activities.
- Collaborate with staff across departments to support financial operations and resolve issues.
- Perform additional accounting or administrative duties as assigned.

Qualifications:

- Bachelor's degree in accounting, Finance, or a related field **or two+ years' experience in AP/AR role**
- Strong knowledge of accounting principles and nonprofit financial practices
- Experience with accounting software (Financial Edge preferred)
- Proficiency in **Microsoft Excel and Microsoft Office applications**
- Excellent attention to detail and organizational skills
- Ability to manage multiple priorities in a fast-paced environment.
- Strong communication skills with the ability to interact professionally with vendors, staff, and external partners.
- Demonstrated cultural competency and ability to collaborate with individuals from diverse socio-economic, ethnic, and cultural backgrounds.
- Ability to work both independently and collaboratively as part of a team.
- Positive, professional attitude and commitment to the mission of Uplift Northwest

Work Environment

Work is performed in a general office environment. Noise levels are typically moderate and consist of normal office equipment such as computers, printers, telephones, and general office activity.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Salary & Benefit Information

- Salary: \$30/hr-\$35/hr
- Full time position 40 hours per week with some remote work opportunities
- Medical, Dental, and Vision insurance
- Retirement Plans with matching program
- Generous paid holidays (12)
- Vacation and Sick Leave
- Employee Assistance Program
- Flexible work schedule including some remote work available in partnership with supervisor

Please send cover letter and resume to: stephens@upliftnw.org