



foundation for
healthy generations

CREATING ENDURING HEALTH EQUITY

Job Title:	Bookkeeper
Reports to:	Senior Finance & Grant Manager
Hours:	Full Time, 40 hours/week, hourly; FLSA status: exempt, not eligible for overtime pay; schedule is typically Mon – Fri 8am-5pm, limited evening or weekend hours may be required; limited remote working possible (1-2 days/week) with prior approval
Location:	FHG Office 419 3rd Ave. West Seattle, WA 98119
Compensation:	\$4,954/month or \$59,450/year

General Job Description:

*To apply, interested parties should send a cover letter and resume to jobs@healthygen.org.
No phone calls please, we're too busy fulfilling our mission!*

This is a fun, fast-moving and professional environment filled with people who make things happen to bring our mission to life, as opposed to just talking about them. We need a rock-star bookkeeper – someone that understands QuickBooks jobs and classes like the back of their hand, somebody who can see what needs to be done easily and quickly moves to handle it. This is a service-oriented job focused on helping the agency integrate financial operations into the day-to-day activities of the organization in support. The person in this position is someone driven to seek out opportunities for improvement and proactively solve them. The ideal person has that perfect mix of someone that can help explain a process and enforce a process.

This individual reports to the Senior Director of Finance and Administration and is responsible for implementing fiscal policies and procedures, including accounts payable, accounts receivable, and payroll processes; contract, grant, and vendor management; and general bookkeeping. This individual also provides administrative support to Finance & Administration staff.

The ideal candidate will also have a good sense of humor, patience and an intrinsic desire to be of service to both coworkers and the community.

Responsibilities include but are not limited to:

- Enter, process, and reconcile payroll, including review of liability allocations
- Review and confirm employee effort allocations, ensuring compliance with grant terms
- Provide general support to staff on time-tracking software, BigTime
- Process Accounts Receivable invoices, including expense allocation and coordination of proper approvals for compliance
- Coordinate with program staff to ensure proper backup and reporting is included with monthly invoicing on sponsored awards
- Prepare and manage vendor contracts and related invoicing based on established contract templates
- Administer credit cards for staff use, process staff expense reports
- Coordinate with program staff to ensure accounting system accurately reflects new grant contracts, fee for service contracts, and vendors, including creating customer/jobs, entering budgets, etc.
- Educate staff on implementing new policies/procedures; serve as a liaison to other departments; encourage positive relationships and adoption of fiscal compliance
- Support financial operations and report of Fiscal Sponsor relationships

- Maintain knowledge of government-required licensing, taxes, and insurance related to the 501c3 and LLC
- Support yearly audit preparation and reporting
- Generate standardized financial reports as necessary
- Provide administrative support to finance and administration department as needed
- Serve as key resource for staff for any finance- or administration-related questions, comments and concerns
- Order office supplies and monitor inventory
- Other duties as assigned

Required Qualifications:

- Bachelor's degree or equivalent experience
- Minimum three years non-profit bookkeeping experience
- Experience and familiarity with government grant and contract requirements and uniform grant guidance
- Intermediate level proficiency with:
 - Windows 10
 - Microsoft Office software (Outlook, Word, Excel, PowerPoint)
 - Adobe Acrobat
 - QuickBooks
- Understanding of need to operate with high degree of discretion dealing with confidential information
- Ability and willingness to work cooperatively with others
- Strong written and oral communication skills
- Demonstrated ability to work independently and as a team
- Ability to prioritize and organize multiple tasks
- Ability willingness to travel for short business trips (on occasional basis)
- Proven "customer service" attitude

Conditions: Job tasks are normally performed in a typical office environment. This position is full time.

At Foundation for Healthy Generations, we believe that people and communities thrive when all are healthy, included and connected. We unite community wisdom, emergent practice and effective policy to create enduring health equity.

Our organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but does not limit the incumbent nor the organization to adjust the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Team Agreements:

Be aware of and comfortable with our team developed Team Agreements, which are as follow:

- Positive Intent: We assume positive intent on the part of others and know that everyone is working hard & doing their best. While assuming positive intent, we work to create intentional space and safety for the tougher conversations and debriefs.
- Accountability: We hold ourselves accountable to the mission, each other, our clients and to our commitments. We do what we say we will do, walking our talk while also honoring each other's limits.
- Conscious Communication: We are mindful in our communication and demonstrate a willingness to style flex. We communicate directly, respectfully, timely and openly. We care enough to challenge each other's ideas, communicate our needs & expectations and share our limitations. We engage in constructive conflict - addressing the issue, not attacking the person.

- Synergy: We work cross functionally, sharing information with each other freely in support of fulfilling our mission. In sharing, we provide context for the conversation and are thoughtful about connecting what we know to the agency's bigger picture.
- Planned Pauses: We are a learning community and plan pauses to review and re-evaluate our strategy, structure, practices, and processes as well as celebrate our successes. We periodically pause to have unstructured and reflective time. We value and seek out diverse points of view to inform our work and look to adapt, learn from our mistakes & continuously improve.