Job Announcement: Accounting Clerk

The NW Network of Bi, Trans, Lesbian, and Gay Survivors of Abuse is seeking a full-time, non-exempt Accounting Clerk to help keep our finances organized, accurate and generally operating smoothly.

The ideal candidate will have a demonstrated commitment to detail and accuracy, a strong ability to collaborate and communicate, and exhibits a high level of integrity and discernment. This position is an excellent opportunity to apply a fiscal acumen to the liberatory values of a ‘by and for’ LGBTQ organization.

We offer excellent benefits, including: queer specific holidays, fully covered health/vision/dental insurance, long & short-term disability, life insurance, generous paid time off, matching 401k plan, and robust regular trauma stewardship time.

About The NW Network:
The Northwest Network, providing supports by and for the LGBTQ community for over 30 years, holds a deep investment in honoring the self-determination of survivors and our communities broadly. It’s a pivotal time in the NW Network’s evolution as we vision what’s next as we move towards our mission of creating loving, inclusive, and accountable communities.

Job Responsibilities:
A NW Network Accounting Clerk reports to the Finance Director and is responsible for the following:
- Contributing to the integrity of accounting and bookkeeping processes to ensure compliance with Generally Accepted Accounting Principles (GAAP).
- Maintaining and recording financial reports and transactions in accordance with internal practices and procedures.
- Allocating costs ensuring efficient, accurate and compliant grant coding of expenditures and revenue.
- Ensuring the accuracy of: invoices, general ledger, data entry, payroll, accounting records, bank reconciliations, class tracking/job costing, and grant allocation.

Qualifications:
We’re seeking candidates who are organized, have a strong track record of meeting deadlines, and can work collaboratively. You should have:
- Experience in bookkeeping is required with a strong preference for job costing experience.
- Proficiency and ease working with Microsoft Excel, QuickBooks accounting software, Outlook, various databases, and other Microsoft based products.
- Strong attention to detail with a focus on accuracy at all times.
- Commitment to the mission, values, and aspirations of the NW Network.

Compensation Range: $24.04-$31.25/hour DOE.
How to Apply:
We highly recommend people of all educational background and life experiences apply. We prioritize candidates who demonstrate their ability to center the experiences of LGBTQ domestic and sexual violence survivors and people of color in their work.

Please submit a cover letter and resume to apply. In your cover letter, please share how you believe your skills will help us in furthering the work of a ‘by and for’ LGBTQ anti-violence organization. Please email or mail your cover letter and resume to:

Email: jobs@nwnetwork.org
Subject: Accounting Clerk
If emailing your application, attach cover letter and resume as one combined file. Please do not include your cover letter in the body of the email.

The NW Network
Attn: Accounting Clerk
PO Box 18436
Seattle, WA 98118
[no faxed resumes accepted]

Position Posted: 2.5.20
Deadline to apply: 2.19.20
Open until filled

The NW Network is an Equal Opportunity Employer. nwnetwork.org
The NW Network does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender presentation, political ideology, age, creed, religion, ancestry, national origin, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered.

* This job posting has been designed to indicate the general nature of work performed by an Accounting Clerk. It is not designed to contain a comprehensive inventory of all duties, responsibilities, and qualifications required in the role.