



Book Keeper

10-15 hours per week

### **Position Summary**

This position is responsible for performing a variety of bookkeeping and accounting duties for the Lake Washington Schools Foundation. The job may combine remote and office work.

### **Essential Duties/Responsibilities:**

- Collects and records donations in QuickBooks
- Works with development assistant to reconcile gifts in in donor database on a monthly basis
- Pays bills and employee reimbursements in an accurate and timely manner; ensuring all expenditures are appropriately categorized and tracked
- Reconciles bank accounts and provides reports to executive director and treasurer monthly;
- Produces quarterly report on restricted gifts for executive director and treasurer
- Maintains physical files for invoices, reimbursements, and other financial records
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists in the development and implementation of systems and procedures as needed.
- Supports treasurer and finance committee as needed
- Performs other duties as assigned by administrative director and directors.

### **Qualifications:**

The ideal person for this job will have experience with QuickBooks, working in a nonprofit setting, commitment to the mission of the Lake Washington Schools Foundation, and a knowledge of the Lake Washington School District.

To apply for this position, submit a cover letter and resume to [info@lwsf.org](mailto:info@lwsf.org)