

Job Title:

Accounting Work Study

Hourly Wage:

\$16-\$18

Job Description:

The Accounting Work Study supports accounting management in the accounting projects assigned by the controller.

Educational benefits to be derived by this student on this job;

The Accounting Work Study will gain hands on experience in a multi faceted executive office setting assisting the organization on a variety of accounting related responsibilities and projects. Benefits also include Multi-cultural immersion, experience with a well-established nonprofit serving Seattle's Latino and People of Color communities, and a chance to learn about non-profit fiscal management and programs.

Benefit to be derived by the community as a result of this job;

The position will help support and enhance the fiscal management and oversight of the organization and will help support daily function of the fiscal department.

Minimum qualifications:

Must be enrolled in an undergraduate or graduate program, preferably in accounting. Must be eligible for Work Study. Strong computer skills in Microsoft Windows, especially in excel. Must have work experience in an office environment and adhere to office protocol. Excellent oral and written communication skills, problem-solving abilities and proof-reading skills. Previous experience working in Accounting or Bookkeeping would be helpful. Willing to be flexible. Spanish speaking encouraged but not required.