Bookkeeper – Full-Time or Part-Time (On-Site Only)**Real Contraction: Washington Poison Center – Seattle (Northgate)

The Washington Poison Center (WAPC), a mission-driven nonprofit public health organization, is seeking a skilled and reliable **Bookkeeper** to join our team. This is an **on-site-only** position with the flexibility to be structured as either:

- Full-Time (40 hours/week) Benefits eligible
- Part-Time (25 hours/week) Not benefits eligible

About the Role

The Bookkeeper will support our finance operations by ensuring timely, accurate, and compliant accounting processes. This role requires strong professional judgment, a deep understanding of nonprofit financial operations, and the ability to work independently in a collaborative office setting.

Key Responsibilities

- Maintain day-to-day financial records using QuickBooks Desktop (required)
- Manage **accounts payable and receivable**, including vendor communication and W-9 tracking
- Conduct weekly check runs and weekly bank deposits
- Perform monthly credit card and bank reconciliations
- Process ACH transactions and track restricted grants
- Handle **semi-monthly payroll** using Paychex or Paylocity, including setup of new hires, benefit deductions, and tax filings
- Manage payroll tax deposits, state registrations, and year-end W-2 and 1099 reporting
- Support month-end and year-end close, audits, and documentation compliance
- Reconcile accounts and post transactions to the general ledger
- Utilize banking tools such as **SinglePoint** (preferred but not required)
- Other duties as assigned to support the finance team

Required Qualifications

- Minimum 5 years of professional bookkeeping experience
- Advanced proficiency in QuickBooks Desktop (not just Online)
- Strong knowledge of GAAP (Generally Accepted Accounting Principles)
- Demonstrated experience with nonprofit accounting and grant tracking
- Familiarity with payroll systems such as Paychex and/or Paylocity

- High attention to detail, excellent organizational skills, and confidentiality
- Strong interpersonal communication and time management abilities
- Must work in-person at our Seattle-Northgate office during standard weekday business hours

Compensation & Schedule

- Pay Range: \$28–\$35 per hour (commensurate with experience)
- **Schedule:** Flexible hours, but must occur during standard business hours (Monday–Friday)
- **Benefits:** Available for full-time employees (40 hours/week); not offered for part-time (25 hours/week)

If you're a proactive and experienced bookkeeper looking to contribute to a mission-driven organization, we'd love to hear from you.

To Apply:

Please email your resume and a brief cover letter to sranier@wapc.org