



We're Hiring: Bookkeeper/HR Assistant

Location: Seattle, WA (Onsite, Monday–Friday, 8:00 AM – 4:30 PM)

Compensation: \$30–\$34 per hour, depending on experience and education

Status: Full-time

The **Washington Poison Center** (WAPC) is seeking a detail-oriented and dependable **Bookkeeper/HR Assistant** to support our administrative operations. This is a key position that blends accounting and human resources functions in a dynamic and mission-driven nonprofit setting.

As a vital member of our team, you will maintain accurate financial records, process payroll, assist with recruitment and onboarding, and support employee engagement activities. The ideal candidate is proactive, organized, and passionate about supporting public health.

Key Responsibilities:

- Manage accounts payable/receivable, general ledger entries, bank reconciliations, and ACH payments.
- Process payroll using Paylocity and maintain benefit contributions and tax filings.
- Support annual budgeting, audit preparation, and IRS Form 990 filings.
- Assist with recruitment, onboarding, benefits administration, and employee records.
- Provide back-up support for the receptionist and general office duties.

Qualifications:

- **Minimum of an Associate's degree** in Accounting, Finance, or a related field.
- 5+ years of bookkeeping experience (nonprofit experience a plus).
- At least 1 year of HR support experience.
- Proficiency in QuickBooks (Desktop & Online), payroll platforms, and Microsoft Excel.
- Knowledge of GAAP, accrual-based and nonprofit accounting, and ACH processing.
- Strong discretion, attention to detail, and ability to manage confidential information.

Why Join Us?

- Be part of a respected 501(c)(3) nonprofit that serves a vital public health mission.
- Work in a collaborative and supportive environment.
- Help improve the wellbeing of communities across Washington.

To apply, please send your resume and a brief cover letter by applying [here](#).