



Job Posting: Bookkeeper

Vision House is a 501 (c) (3) non-profit Christian transitional housing program for homeless men, women and their children. Vision House is committed not only to the families we serve but to our employees as well. As an organization, we encourage a healthy work-life balance because we value you and your family. We believe in Christ-centered integrity, helping and service, achievement, respect and teamwork. Working for a Christ-centered organization allows you to grow in your faith and be the hands and feet of Jesus. Your work in Accounting gives you the chance to show God's love to our clients and staff.

Full Time, 40 hours per week, Non-Exempt

Rate of Pay: \$16 - \$20 per hour DOE

Location: Renton, WA

Responsibilities:

Responsible for maintaining and processing accounts payable and receivable records in a non-profit organization. Daily operations would also include cash receipts, donation processing, reconciliation of accounts on a monthly basis through QuickBooks and bi-monthly payroll processing with Payroll Relief.

Qualifications:

- Minimum of 2 years' experience in bookkeeping.
- Direct experience with QuickBooks Pro or equivalent program.
- Demonstrated ability to work independently and manage deadlines, manage competing priorities and maintain high standards for accuracy, productivity, and confidentiality.
- Experience in Excel, Word and data entry.
- Experience with non-profit donation system.
- Experience processing payroll, with health insurance and retirement benefits a plus.
- Ability to reconcile accounts and transfer information.
- Able to work independently and in a team environment.
- Strong written and verbal communication skills.
- Strong aptitude for numbers and spreadsheets.
- Able to use 10-key by touch and handle high volume of data/information.
- Child Care billing a plus.
- Ability to pass background check.
- Ability to sign our Statement of Faith.
- Working knowledge of Christ-centered servant leadership.
- Ability to work well as part of a team or independently.

Email resume to Noreen Graham (HR): noreeng@visionhouse.org or call 425-228-6356