



EMPLOYMENT OPPORTUNITY

Position: Bookkeeper
Reports to: Mother Nation Accountant
Hours: 12 hours/week
Salary Range: DOE
Deadline: Until Hired

JOB SUMMARY

Mother Nation is a Native American non-profit organization offering cultural informed healing services, advocacy/case management and mentorship to Native American women and families. Mother Nation is committed to always providing culturally based traditional teachings throughout all service areas for homeless Native women survivors of multi-abuse trauma and homeless families, including single Dads. Our services are built on the ancestral strength of each participant based on need and emotional support for survivors of multi-abuse trauma.

Under the direction of the Mother Nation Accountant and Executive Director, this position is responsible for performing a variety of bookkeeping and accounting duties including processing payroll twice monthly, financial record keeping and transactions, including overseeing accounts payable process and primary responsibility for accounts receivable and the general ledger.

Desired individual will have advanced experience with Quickbooks Online, working in the nonprofit setting and fund accounting, an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well with the administrative team and directors. This position is based at the Seattle office located in Hillman City.

Applicants are highly encouraged to apply with experience working in a Native American community with experience in invoicing with local City, state and federal grants.

Duties & Responsibilities:

- Processes payroll at the close of pay periods (20th and 5th of each month); prepares, records and distributes paychecks. Processes state and federal payroll tax deposits and reports in a timely manner.
- Performs monthly and quarterly billing of current grants with City, County, State and Federal governments
- Oversees accounts payable process for bills and employee reimbursements; ensures that all expenditures are appropriately categorized.
- Pays monthly health insurance bill for full-time employees and reconciles with payroll; pays

quarterly workers compensation.

- Process and record donations through Mother Nation website, credit cards and other donations from all sources including Tribes and fundraising events.
- Works closely with the Executive Director, with joint oversight with Accountant.
- Reconciles bank accounts and collaborates with the Accountant to provide reports to Executive Director and Board of Directors monthly; keeps clear records of all funding account activity and alerts Executive Director to past-due accounts in a timely manner.
- Proactively maintains highly organized filing system; files accounts receivable invoices, payroll paperwork, reimbursements, insurance information 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.

Qualifications:

- Advanced proficiency in Quickbooks Online a must
 - Nonprofit experience a must.
 - Experience working in Native community organization/Tribe
 - Associate's degree (AA/AS) or equivalent including accounting courses; three to five years' related experience; or equivalent combination of education including accounting and experience.
 - Additional proficiency in Microsoft Office suite including strong skills in Excel.
 - Excellent verbal and written communication skills.
 - Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
 - Strong mathematical skills.
 - Strong interpersonal skills.
 - Demonstrated understanding of trauma-informed care and/or multi-abuse trauma and the importance of role modeling behavior.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment, with the ability to make timely and sound decisions.
 - Understanding of and commitment to the Mother Nation mission.

Application instructions:

Apply with resume and cover letter OR contact for an interview:

Email: nhill@mothernation.org **Subject Line:** Bookkeeper Application

Attention: Executive Director