



Administrative/Bookkeeping Support (Seattle)

Compensation and Benefits Position is non-exempt, .5 FTE (20 hours per week) with an hourly rate DOE

Paid vacation and sick days. employment type: **part-time**

ADMINISTRATIVE/BOOKKEEPING SUPPORT JOB ANNOUNCEMENT

The Bookkeeping/Administrative Support position collaborates with Samaritan Center finance and administrative staff to support daily functions.

Administrative Support

- Post incoming client and insurance payments.
- Close client files.
- Answer phones and greet and assist agency clients.
- Misc. duties as assigned.

Back-up Support on Bookkeeping Functions.

- Review and reconcile daily transaction activity and post corresponding entries to QuickBooks.
- Make daily deposits.
- Process client write-offs and refunds.
- Process credit card payments.

Requirements:

- High school diploma or Associates Degree (preferred)
- Prior bookkeeping experience.
- Knowledge/understanding of QuickBooks non-profit software.
- Knowledge/understanding of Medisoft/client payment processing systems.
- Experience with credit card processing.
- Demonstrated interpersonal skills.
- Excellent organizational, computer, and office skills.

How To Apply:

Submit the following application materials:

1. Cover Letter
2. Resume
3. Three professional references

Submit application materials to: Mary Eaves Mitchell, Executive Assistant

Position open until filled.

As part of our standard hiring process for new employees, employment with Samaritan Center of Puget Sound will be contingent upon successful completion of a background check.

Samaritan Center of Puget Sound is an Equal Opportunity Employer.