



BOOKKEEPER - GUIDED PATHWAYS SUPPORT FOR YOUTH AND FAMILIES

About Us

Guided Pathways – Support for Youth and Families (GPS) is a King County-based, non-profit, family support organization founded with the support of the King County Department of Community and Human Services, Behavioral Health Division and Recovery (BHRD). Our mission is:

We are families helping families. We empower and support families and youth struggling with behavioral, emotional or substance abuse challenges in navigating resources to achieve wellness and resilience.

We are seeking an experienced professional to join our team working part-time 16 to 20 hours a month onsite and remotely.

Job Responsibilities:

- Maintain records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
- Maintain system to account for financial transactions within established chart of accounts; adhere to defined bookkeeping policies and procedures.
- Maintain subsidiary accounts by verifying, allocating, and posting transactions.
- Balance subsidiary accounts by reconciling entries.
- Maintain general ledger by transferring subsidiary account summaries.
- Balance general ledger by preparing a trial balance; reconciling entries.
- Maintain historical records by filing documents.
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends.
- Comply with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Process payroll, payroll taxes.
- Process invoices.
- Contribute to team effort by accomplishing related results as needed.

Flexible, part-time schedule including remote work during pandemic.

Qualifications / Skills:

- Experience developing standards and analyzing information required
- Data Entry Skills
- Accounting



- SFAS Rules
- Attention to Detail
- Confidentiality
- Thoroughness

Education, Experience, and Licensing Requirements:

- Bachelor's degree in accounting, finance, or related field
- CPA is a plus
- Previous bookkeeping experience required
- QuickBooks knowledge and experience required
- Experience in working with multiple legal entities under different legal umbrellas

Job Type: Part-time, 16-20 hours per month

Pay: \$25.00 - \$40.00 per hour

Applications accepted through March 15, 2021

COVID-19 Considerations:

GPS staff work both from the office and from home. No more than five staff are in the office at one time, allowing ample social distancing. PPE is provided.

Guided Pathways – Support for Youth and Families is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To apply, **please provide your resume and a cover letter**. Applications can be emailed to, admin@guidedpathways.org or mailed to our office:

**6625 S 190th St., Ste. B102
Kent, WA 98032**