



## Job Opening at Solid Ground

**Job Title:** Finance Assistant (Temporary)

**Supervisor:** Deputy Finance Director

**Status:** Non-Exempt

**Department:** Finance

**Union Affiliation:** N/A

**FTE:** .5

**Salary Grade:** 202

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential.

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency, and to encourage staff to fully engage in those activities.

**Job Summary:** The Finance Assistant temporary role is during the summer months only. This position is responsible for assisting other members of the Finance department in administrative and financial tasks. For example, assistance with audit preparation, filing, sorting, tracking, and other organizational tasks.

### Essential Responsibilities, Duties & Tasks:

40% Assist the Accounts Payable Accountant with scanning, filing, input or other tasks to create payments from source documents, including compliance with laws and regulations and ensuring accuracy. Assist in creating and maintaining tracking and reporting systems. Assist in producing reconcilements of payables as needed.

- 20% Assist the Finance Director and Deputy Finance Director or others in preparing account reconciliations, analyses for management, audit preparation, and other financial information, using a variety of hard copy and electronic sources and tools. Assist with organizational tasks for the Finance department such as scheduling, tracking, and written presentation. Assist in printing and making copies.
- 40% Enter and post journal entries or budget information to the accounting system as created by others. File, collate, copy, or otherwise administratively handle Accounts Payable, Payroll, or other documents, including checks and other confidential information, as requested by other Finance staff. Track other information, such as transportation payments or event receipts, and provide information as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Education & Experience:**

*Requires one of the following:*

- (a) One to two years of experience in accounting/bookkeeping/financial management **OR**
- (b) AA degree in accounting or business **OR**
- (c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

**Minimum Qualification:**

- Proficient knowledge of Microsoft Office products such as Excel, Outlook, and Word and be able to produce products using these products which fulfill needs listed above.
- Ability to learn computerized accounting or query systems, such as ACCPAC, MIP, Abra, and Crystal reports.
- Ability to work individually in a self-directed manner and as part of a team in group functions. Ability to take general direction and apply it to specific circumstances as the situation requires.
- Ability to maintain confidentiality.
- Organizational abilities, initiative, and attention to details.
- Strong record keeping skills and ability to communicate orally and in writing.
- Willingness and ability to work with people from a variety of racial, cultural, and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.

**Physical Demands/Working Conditions:** This position works performing general office duties 95% of the time and 5% in the field. Position requires employee to lift/carry 25-35 pounds rarely, 5-10 pounds occasionally, and 1-5 frequently. Push/pull requires 5-15 pounds seldom, 1-5 pounds occasionally. General office duties include constant data entry 75%, filing, copying, and misc. 20%, 5% in the field at meetings, or banking. Position has the ability to sit/stand as

needed but does frequent computer input requiring sitting. Stairs not required.

**Hours & Compensation:** This is a part time, up to **20 hours/week** position, pay starts at \$20.79 **per hour plus benefits**. Salary Range \$20.79-\$27.43. The position is eligible for Sick/Safe Leave in accordance with City of Seattle Ordinance and Washington State Law. This job begins in June and ends approximately September.

**To Apply:** Applicants must complete the Solid Ground application form specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood.

***Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.***

