

**Job Opening: Bookkeeper/Clerk**

*April 4, 2024*

**MISSION:**

To reach Western Washington with the distinctive, Christ-centered Seventh-day Adventist message of hope and wholeness, encouraging all to become fully devoted disciples of Jesus.

**POSITION SUMMARY**

Auburn Adventist Academy is currently seeking a dedicated Bookkeeper/Clerk for the upcoming 2024 – 2025 school year. In addition to managing financial transactions, this role will encompass overseeing general front office tasks, including supervising student workers, and handling various administrative duties. We are looking for a detail-oriented individual to join our Business Office team and assist in streamlining our financial processes.

**AUTHORITY, ACCOUNTABILITY**

The successful candidate will report directly to the Vice Principal for Finance. Work is performed with limited supervision. There are specific guidelines to follow; however, the work requires the ability to carry out duties and meet deadlines independently. On occasion, may supervise other students or temporary workers.

**OBJECTIVES**

* Support the company in optimizing its financial transactions and systems
* Strengthen and grow relationships with vendors and suppliers through timely payments
* Assist in streamlining and improving the accounts payable process
* Exercise integrity and confidentiality in financial reporting
* Comply with national and local financial regulations

**RESPONSIBILITIES**

* Review invoices for appropriate documentation before payment
* Perform invoice and general-ledger data entry
* Execute credit card and bank account reconciliation
* Generate purchase orders when necessary
* Obtain and print signatures on all checks
* Assist senior financial officers as needed

**SKILLS AND QUALIFICATIONS**

* High school diploma or equivalent
* Understanding of basic principles of finance, accounting, and bookkeeping
* Superb time management skills and detail orientation
* Ability to maintain confidentiality of company and partner information

**PREFERRED SKILLS AND QUALIFICATIONS**

* Associate degree or equivalent
* Strong mathematical skills
* Experience in accounts payable (or accounts receivable)
* Experience with the Adventist accounting software.

**KNOWLEDGE AND SKILL**

Well-developed knowledge of principles, policies and beliefs of the Seventh-day Adventist Church and the Washington Conference. Must exhibit initiative; often working with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform support duties with speed and accuracy without constant supervision. Must be creative in writing letters and in the handling of office affairs, both regular and special. Requires well developed knowledge of church policies. Knowledge of up-to-date office procedures such as office equipment, telephone techniques and filing and the English language. Must be able to facilitate good communication with all who are in contact with the office.

**Hourly Pay Range:**

$24.00 - $28.00

**BENEFITS:**

* Washington Conference pay and benefits can vary by number of regularly scheduled hours worked, length of employment, and employment status.
* Comprehensive well-being programs including medical, dental and vision benefits
* Employee and dependent(s) life insurance
* Long-term disability
* Employer retirement and matching contributions
* Holiday and paid time off

**ADDITIONAL INFORMATION:**

* Apply by 7:00 PM Pacific Time on 5/31/2024
* Employment Type: Full-Time
* FLSA Status: Hourly – Nonexempt
* Regular/Temporary: Regular
* Work Location: Auburn Adventist Academy

**EQUAL EMPLOYMENT OPPORTUNITY**

The Washington Conference of Seventh-day Adventists is an equal opportunity employer. We do not discriminate against qualified applicants or employees based on race, color, sex, age, national origin, marital status, physical or mental disability, or other protected categories under Washington laws. We strictly prohibit workplace harassment, misconduct, or abuse. Additionally, we hire Seventh-day Adventist Church members in good standing, adhering to religious preferences permitted by the United States Constitution and controlling law.