



## Finance Associate

### Overview:

Big Brothers Big Sisters Columbia Northwest (BBBSCNW) creates and supports 1:1 mentoring relationships (matches) that ignite the power and promise of youth, with the vision that all youth reach their full potential. BBBSCNW believes that diversity, equity, and inclusion among our colleagues is critical to our success as a social change organization and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool. Our goal is to be a workforce that is representative of the communities we serve.

We are hiring a **Part-Time Finance Associate** to join our small and mighty Finance team. This position will work directly with our Staff Accountant and CFO to maintain internal processes and compliance standards.

### Position Responsibilities:

- Accounts Payable (A/P) duties: including but not limited to gathering payment approvals and entering journal entries in QuickBooks Online to record expenses.
- Accounts Receivable (A/R) duties: including entering deposits into QuickBooks Online; and on an as needed basis, processing electronic deposits to the bank or making cash deposits at the bank.
- Maintaining file security in the office and keeping physical records in order/up to date
- Grant Financial Administration assistance, as needed (typically scanning or gathering documents and in-office grant needs)
- Office systems support: such as maintaining the postage machine and occasionally working with our third-party IT team.
- Assists the Director of Operations, HR, and Staff Accountant with in-office requests (such as gathering and scanning mail, receiving packages, and other similar duties within reason.)
- Assists with the Annual Financial Audit including scanning/uploading files and pulling documents for auditors.
- Assists Finance Team with annual BBBS audit for National office, including scanning/uploading files.
- Assists Finance Team with annual company taxes (990), including scanning/uploading files.
- Maintains integrity and confidentiality in all duties.
- Has an understanding of and stays in compliance with GAAP and Federal Grant guidelines.

### What we look for:

- 1-3 years working experience in bookkeeping/accounting.
- Experience with Microsoft 365 Suite (high proficiency in Outlook, Teams, Excel, Word).
- Experience with QuickBooks Online.

- Ability to work independently and meet deadlines.
- Must have a car/reliable transportation.
- Minimal in-town travel when necessary.

**What we offer:**

- 20-25 hours per week
- Hourly wage of \$22-\$25 depending on experience
- Holiday Pay
- Employee Assistance Program

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Contents may be subject to change at any time to meet the needs of the organization.*

**Interested? Apply now!**

Please email resume to [HR@bbbsnorthwest.org](mailto:HR@bbbsnorthwest.org). BBBS CNW is an EEO employer. For more information about us, please visit: <https://itsbigtime.org/>.

We can't wait to meet you!

**Equal Opportunity Employer:**

At Big Brothers Big Sisters Columbia Northwest (BBBS CNW), we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and colleagues without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.

BBBS CNW is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.