

Job Title of this Position	Finance Assistant
Name of Organization	International District Housing Alliance
Website	www.idhousingalliance.org
Job Location Address	606 Maynard Ave S, Suite 105, Seattle WA 98104
Contact / Supervisor	Justin Jording
Phone Number	206-623-5132 ext. 317
E-mail	justin@apialliance.org
<u>Hourly</u> Pay Rate (indicate a range)	\$9.00 – \$10.00 DOE
Employment Period	Summer Only [] Academic Year [] Summer & Academic Year [x]
Hours per week	Summer: full time program 40 hrs/wk [x] part time program up to 19 hrs/wk [] Academic Year: up to 19 hrs/wk [x]

Nature of Business or Organization:

The International District Housing Alliance's (IDHA) mission is to improve the quality of life for International District residents and Asian and Pacific Islanders of greater Seattle by providing community-building and low-income housing-related services.

Duties and Responsibilities:

The Finance Assistant will work with the Finance Coordinator to complete basic bookkeeping tasks required of a non-profit organization. Tasks will include: maintenance of financial records and files; data entry and reporting using Quickbooks program; assistance with fund development activities, including updating donor database. Special projects may include: assistance with annual audit and agency budget creation.

Minimum Qualifications:

Applicant must possess exceptional organizational and multi-tasking skills; a working knowledge of Microsoft applications, specifically Excel and Word; and excellent attention to detail and 10 key abilities. Working knowledge of an Asian or Pacific Islander language is helpful, but not necessary.

Educational Benefits:

The Finance Assistant shall observe and participate in the practical duties of business finance - non-profit or otherwise. He/She will have the opportunity to work with a non-profit organization to keep finances running smoothly. All work study students at IDHA will gain intimate knowledge of local issues and concerns, especially relating to the limited English proficient population's access to services, including but not limited to housing assistance, homeownership, youth leadership, environmental justice, domestic violence and community outreach.

(For Work Study Office Use Only)

JOB NUMBER ___65IDH01___ **REIMBURSEMENT RATE: FEDERAL** ___% **STATE** ___65___%