

## Work Study Job Description

<b>Job Title</b>	Financial Assistant
<b>Organization Name</b>	Gallery Concerts
<b>Job Location</b>	South Seattle, Safeco Field
<b>Address</b>	1729 1st Ave South Seattle WA 98134
<b>Pay Rate</b>	\$10.00 - \$15.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	George Bozarth
<b>Phone Number</b>	206-284-0111
<b>Email Address</b>	gbozarth@u.washington.edu
<b>Website</b>	galleryconcerts.org

### Nature of Organization

Non-profit arts community service organization

### Duties and Responsibilities

Serve as an accountant for Gallery Concerts, a small well established non profit arts organization, includes keeping the organization books, preparing tax reports, and interacting with the Treasurer of the Board of Directors and the Executive Director to compile regular financial reports for the managing

Directors. Other duties include processing ticket orders, donations, invoices, bills etc. and generally assisting with other aspects of the running of a non profit offices.

### Minimum Qualifications

Thorough knowledge of Quickbooks, knowledge of or the skills to rapibly learn how to file local,state or federal taxes. Additional non profit expense or specialized knowledge about running a small non-profit or corporation in Washington is a plus ( not required).

### Educational Benefits

Hands on experience in learning how a well established arts non-profit organization operates by working under the supervision of experienced Executive Managing Directors.

### How to Apply

Contact George Bozarth by email or phone.

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Job Number: 75GALC02 | Category: Office & Administrative | Program: Federal | Reimbursement Rate: 75%