OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Finance and Payroll Assistant
Organization Name	Vietnamese Friendship Association
Address	7101 MLK Jr. Way S. #212 Seattle, WA 98118
Pay Rate	$10 - $11
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Rachel Schachter
Phone Number	(206) 790-09
Email Address	rachel.schachter@vfaseattle.org
Website	http://www.vfaseattle.org
EIN	911122532

Nature of Organization

The VFA has been empowering refugee and immigrant families of all backgrounds for 30 years. In addition to sponsoring programs that promote cultural heritage, our programs help families with English language learning, job training and more.

Duties and Responsibilities

The candidate will assist with basic finance and payroll procedures, including:

-Working in Quickbooks to bill transactions from bank accounts to the appropriate program/department
-File accounting documents and receipts
-Maintain organized file system for HR and finance
-Manage employee timesheets by billing hours to the correct department

Minimum Qualifications

The successful candidate will:

-Have a background/interest in finance, accounting and HR
-Be an extremely organized individual who has excellent time management skills
-Be proactive and accountable
-Be a "self-starter" who can manage tasks efficiently and learns new things quickly
-Prior experience with Quickbooks is helpful, but not required

Educational Benefits
The candidate will gain valuable experience in finance, HR, payroll procedures and nonprofit management. We are a team-oriented organization that will do everything possible to help the chosen candidate develop valuable skills that will enhance their career opportunities.
How to Apply
Send a resume and cover letter to rachel.schachter@vfaseattle.org.

Job Number: 70VFA06 | Community Service - STA 70% | Closed