OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	ACCTG & OFFICE ASSISTANT
Organization Name	THE PERKINS SCHOOL
Job Location	Maple Leaf
Address	9005 Roosevelt Way NE SEATTLE Washington 98115
Pay Rate	$$14 - $$16
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Angie Gianelli
Phone Number	206 526 8217
Email Address	agianelli@theperkinsschool.org
Website	http://www.theperkinsschool.org

Nature of Organization
We are a small, non profit, independent school (K-5th grade) located just south of Northgate and east of Greenlake, in the Maple Leaf neighborhood, at 90th and Roosevelt. Easy and quick bus transportation to/from the University District.
Duties and Responsibilities
Learn more about QuickBooks and Excel in addition to office and business management while assisting the schools business manager. Duties will include posting, balancing, reconciling, filing, preparing informative spreadsheets, and learning internal controls. A great introduction to varied aspects of business with opportunities to increase your skills and knowledge.
Minimum Qualifications
Logical, detail oriented, big-picture thinkers who want to learn about small businesses by learning first-hand. Familiarity with QuickBooks and Excel a plus! We will accept applicants who want just a data-entry position, but we prefer to partner with someone who wants more depth and ultimate responsibility.
Educational Benefits
Learn and be exposed to the varied and unpredictable flow of a small business, how to gather needed information for decision-making, why details matter, communicating effectively, presenting dreaded number crunching with some pizazz. Visions of entrepreneurship, business majors, office management? Learn with us.

How to Apply
Send resume attached to an email, with a brief explanation recap within the body of the email.

Job Number: 75TPES02 | Category: Office & Administrative | Program: Community Service - FED | Reimbursement Rate: 75%