

Bookkeeper/Office Assistant Part-Time Position – 20 Hours/Week

Do you have a desire to support the good work being done by the nonprofit sector? Tricia Delles, CPA is hiring for a position that is a combination of client bookkeeping support and general business support.

What You'll Be Doing

Tricia Delles CPA is a growing company so your tasks will vary from day to day. To start out, you'll be helping to implement organizational systems and to move from a one-person to multi-person office structure. This will include internal office data entry, data organization, and implementing or organizing cloud-based software applications. You'll be taught to manage the day-to-day bookkeeping support for clients.

Duties include:

- Client bookkeeping
- Client communication
- Data entry and organization
- Technology research and/or set-up

Where and When You'll Be Working

This position is mostly remote in Washington State. Candidates near Lynnwood, WA are ideal. Tricia enjoys flexibility and independence in the workday, so you'll also have that same flexibility. There is an expectation to be available during the work week at mutually agreed upon times and to meet client deadlines.

Who You Are

The ideal candidate will possess the following:

- 2 years of experience with general office or bookkeeping support; AA preferred but not required
- Organized and detail-oriented
- Excellent customer service and communication
- Experience with QuickBooks Desktop and Online, MSOffice, Dext, or other similar applications and a willingness to research, learn and help implement new cloud-based tools
- Passion for nonprofits is essential!

Compensation

Pay range is \$25-35/hour, depending on experience and includes a remote and flexible schedule, PTO, holiday pay and retirement benefits.

To Apply – send cover letter and resume to tricia@triciadellescpa.com

Note that this position is flexible in structure and duties, depending on candidate. I am always interested in talking with people who are interested in working with nonprofits!

Tricia Delles, CPA is an equal opportunity employer. We value a diverse workforce and will not discriminate based on age, race, gender identity, national origin, religion, veteran, disability or parental status. All are encouraged to apply.

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Tricia Delles, CPA
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