

**Title:** Bookkeeper  
**FLSA Status:** Non-exempt  
**Hours:** Full Time - 40 hours/week  
**Salary:** \$ 28.89/hour  
**Reports to:** Finance Manager  
**Date:** August 4th, 2025

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### **To Apply**

- Please submit a cover letter and resume via email to [jobs@gaycity.org](mailto:jobs@gaycity.org)
- Please use "**Bookkeeper - Your name**" in the subject line

### **Our Vision**

Seattle's LGBTQ+ Center is the definitive hub for LGBTQ+ individuals seeking affirming and responsive resources, wellness, and community.

### **Our Mission**

Seattle's LGBTQ+ Center cultivates access and connections to promote self-determination, liberation, and joy in our communities.

### **Position Summary**

The bookkeeping, accounting, and auditing clerk will maintain accounting records for the organization. They will work closely with the Finance Manager to ensure that all financial records are properly managed.

### **Duties and Responsibilities**

- Records numerical and financial data to produce financial records
- Ensures financial data is entered correctly and accurately
- Enters journal entries to debit and credit the organization's accounts
- Oversee and schedule filing volunteers
- Generates the deliverable invoices, credit card account reconciliation, and monthly spend down report
- Reconciles and reports differences or issues found in financial records
- Support all staff with financial needs as requested

### **Qualifications (required)**

- A demonstrated commitment to [our mission, vision, and values](#).
- Strong organizational and time-management skills, with the ability to prioritize tasks effectively.
- Working knowledge of Microsoft Suite (Word, Excel, PowerPoint) and Google Suite (Sheets, Docs, Drive)
- Knowledge of generally accepted accounting principles (GAAP) and financial data analysis
- Ability to use accounting software to record, store, and analyze financial data
- Ability to efficiently operate a 10-key calculator or equivalent and other related office equipment
- Knowledge of administrative and clerical procedures

- Excellent written and oral communication skills
- Ability to speak, read, and write in English.

### **Desired Qualifications**

- Familiar with using QuickBooks
- Experience working with transgender/gender nonconforming (T/GNC), lesbian/gay/bisexual/queer (LGBQ) communities, youth communities, and their intersections.
- General knowledge of barriers that impact BIPOC, T/GNC, LGBQ, youth communities, and their intersections.
- Working understanding of motivational interviewing and the value of the practice.
- Experience creating, organizing, and maintaining systems in a fast-paced work environment.
- Work or volunteer experience with a “by and for” organization.

### **Qualifications (preferred)**

- Bilingual (Spanish-English)

### **Benefits**

- Full healthcare, dental, and optical coverage offered.
- Generous vacation, paid holidays, sick leave, and safe leave after successful completion of the 90-day introductory period.
- Seattle’s LGBTQ+ Center recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan with a 3% employer contribution.
- Free ORCA Pass.

### **I-9 & Vaccine Compliance**

On your first day of work, you will be required to provide proof of your eligibility for employment under the Immigration and Reform Control Act of 1986, as amended. Therefore, please bring proper photo identification, such as your passport, or your driver's license and social security card on your first day. You will also need to provide proof of COVID vaccination.