

Elmview

Position Title: Administrative Assistant Bookkeeper

Responsible To: Vocational Administrator and Accountant

Basic Function: Perform vocational service record and bookkeeping.
Provide support for the Vocational Administrator and Accountant and maintain an efficient office environment

Essential Job Functions

Primary

1. Prepare and maintain all contract related files
2. Prepare and mail accounts receivable statements for all Vocational Service accounts
3. Maintain and balance accounts receivable journals and cash receipts journal
4. Gather information needed for appropriate state and county Revenue sources
5. Maintain all required client payroll information
6. Prepare client payroll
7. Maintain client attendance records
8. Prepare monthly reports of client earning for appropriate agencies and internal needs
9. Assist in gathering financial information for Accountant
10. Prepare income reports on Vocational Service components

Support

11. General office duties including answering phones, opening and Distributing mail, and maintaining office files
Handle correspondence including general office letters
12. Assist in coordinating and scheduling work crews
13. Maintain forms for information gathering
14. Maintain and design computer systems as needed for primary duties
15. Input staff payroll for processing

General

1. Attend and actively participate in staff meetings, agency meetings, and in-service trainings.
2. Maintain positive working relationships with program participants, co-workers, supervisors, and customers.
3. Comply with all applicable Elmview policies and procedures, including but not limited to Personnel policies and operating policies.
4. Represent Elmview in a professional manner.
5. Other duties as assigned.

Qualifications:

- One year experience in office setting
- Two years experience in or education in bookkeeping
- Able to interact with diverse populations on a regular basis
- Computer use experience
- Ability to maintain confidentiality

Requirements:

- High school diploma
- First Aid/CPR card or training within 30 days of hire
- Ability to meet Immigration and Naturalization I-9 requirements
- Pass background check as mandated by the state of Washington

Wage:

Per Elmview Salary Schedule

_____	_____
Employee	Date
_____	_____
Employer	Date