

Division/Department	University of Washington Retirement Association		
Location	Gerberding Hall, Main Campus		
Job Title	Bookkeeper		
Reports to	Pat Dougherty	Title	UWRA Director

Job Type	Volunteer Position	Type of position:	Hours <u>3</u> / week
		<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	

GENERAL DESCRIPTION

The Bookkeepers' job functions include the maintenance of all accounts receivable and accounts payable:

- UWRA business bank accounts
- UW budget accounts
- financial recordkeeping using Quickbooks software
- filing financial records physically & electronically
- preparing checks for deposit; receipts and acknowledgments for donations
- preparing checks for accounts payable
- generating financial reports
- ordering office supplies as needed

Knowledge of the UW budget system is helpful; ability to work in Quickbooks software or willingness to learn is needed. The Bookkeeper works closely with the Treasurer.

REQUIRED SKILLS

- Basic office operations, including customer service
- Computer skills, including email, internet
- Some familiarity with UW Budgets - BARs/BSRs system. Ability to reconcile BARs for UW Budgets.
- Knowledge of and experience working in Excel (spreadsheet) including data entry; willingness to learn mail merge and sorting
- Knowledge of and experience working in bookkeeping software; willingness to learn Quickbooks software, including data entry and running reports
- Knowledge of and experience working in Word
- Ability to run or willingness to learn office machines: fax, phone lines, photocopier
- Willingness to take on basic tasks such as filing, mailings, as needed