



Bookkeeper

Who We Are:

The Northwest Healthcare Response Network (NWHRN) has a unique and vital role in disaster planning, response, and recovery: We lead and coordinate a **coalition** of independent healthcare organizations, public health leaders and emergency response partners to ensure Washington's communities can receive needed healthcare services during emergencies and disasters. This is the heart of our nonprofit mission during any kind of crisis. Our goal is that every patient gets the care they need when disasters strike.

We are a local and national leader on multi-hazard healthcare preparedness and response and multi-sector engagement. Our **expertise** centers on developing the relationships, plans and capabilities that are at the core of a coordinated emergency response. Our **approach** to disaster planning and response relies on **both art and science**. We leverage expertise, collaboration, partnerships, innovation, and accountability to identify novel approaches to multisector challenges and implement solutions.

We achieve our goals through a commitment to teamwork, collaboration, individual accountability, remaining agile, dedication to customer service and taking initiative to work through obstacles. We believe in the philosophy and ethos of "We not Me." We seek to foster and maintain a culture of mutual support, growth, and working towards the common good to realize our mission, both internally and externally.

Who You Are:

Our future Bookkeeper is excited to join a team focused on helping ensure patients get care in disasters through coordination, collaboration and readiness with our healthcare and emergency response partners. They are excited to serve as the human resource expert in a small growing non-profit organization.

Our ideal candidate is passionate about our mission and shares our philosophy on organizational culture and approach. They have a high degree of integrity and demonstrate professionalism and personal accountability. They enjoy working with a team and partners who bring diverse backgrounds and skill sets and believe our best outcomes are achieved by working together. They are comfortable with being nimble in a small organization. They are conscientious and mindful of how their actions affect others.

They approach their work by seeking to understand the needs and objectives of others, which then informs how they achieve their objectives. They maintain a growth mindset and are committed to continuous improvement. They seek and provide feedback, and they adapt their approach and expectations accordingly both within the team and with our partners.

Does this sound like you?

Join our skilled, mission-driven, and professional team!



Job Summary:

The Bookkeeper will handle the organization's day-to-day accounting operations, including bookkeeping, payroll, grant compliance, and financial reporting. The role involves ensuring accurate financial record-keeping, adherence to established schedules, and compliance with nonprofit and federal funding requirements. This position requires attention to detail, proficiency in accounting systems, and a strong understanding of nonprofit accounting practices.

Key Responsibilities

Accounting and Bookkeeping:

1. Accounts Payable and Receivable:
 - Process and record vendor payments with proper coding and approval.
 - Ensure that coding sheets and vendor information correspond accurately with entries in QuickBooks.
 - Request W9 from new vendors and ensure that all W9 forms are current for existing vendors.
 - Monitor and record receivables.
 - Reconcile bank accounts and credit cards monthly.
2. Payroll and Allocations:
 - Prepare and record bi-monthly payroll allocation journal entries following the Accounting Manager's review.
 - Ensure accurate allocation of payroll expenses to grants and programs.
3. Timesheet Management:
 - Generate master timesheets to consolidate employee hours and allocations bi-monthly and at year-end to ensure accuracy and completeness.
 - Verify that all timesheets are properly approved and signed and follow up for unsigned timesheets.
 - Update timesheets and pay periods for the upcoming Fiscal year.
4. Transaction Recording:
 - Ensure all transactions are recorded in the appropriate accounting period.
 - Maintain established prepaid expense schedules and fixed asset schedules.
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5. General Ledger Maintenance:
 - Record journal entries and update the general ledger accurately.
 - Support month-end and year-end closing processes.
6. Grant and Federal Fund Compliance:
 - Track and allocate expenses in accordance with grant agreements.
 - Ensure compliance with federal funding regulations and organizational policies.
 - Prepare financial reports required for grant submissions and audits.



7. Financial Reporting:

- Assist in preparing monthly, quarterly, and annual financial reports.
- Provide budget-to-actual comparisons and variance analyses as needed.
- Prepare ad hoc report as needed such as updating monthly forecasts.

8. Audit Support:

- Assist in gathering and organizing documentation for audits.
- Maintain accurate records to ensure readiness for external audits and reviews.

Recordkeeping and Compliance:

1. Documentation Management:

- Maintain organized records of all invoices, receipts, and coding sheets in designated folders.
- Ensure records are accessible and in compliance with nonprofit accounting standards.

2. Schedules and Reconciliation:

- Maintain the prepaid expense and fixed asset schedules, ensuring timely updates.
- Perform reconciliations for balance sheet accounts monthly.

Education and/or experience requirement:

Bachelor's degree in accounting, Finance, or other related field preferred. A minimum of 3 years' experience in accounting, with a focus on non-profit organizations. Candidates with strong qualifications but fewer years of experience will be considered.

Qualifications and Skills:

- Proficient in QuickBooks, Excel and Microsoft Office 365 suite of software.
- Familiarity with GAAP and federal grant compliance (Uniform Guidance CFR 200).
- Audit experience preferred.
- Exceptional attention to detail and organizational skills.
- Ability to communicate complex financial data with other members.
- Good data entry skills.
- Ability to build and maintain good working relationships with staff, stakeholders, and partners.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Critical thinking skills and creative problem solver.
- Must be able to work independently with minimal supervision.



Key Performance Indicators – Foundational Attributes to Our Success

The following are performance measures that are foundational to every role at NWHRN. They are critical to each individual role and our organizational success. They reflect our team and organizational values and the guiding behaviors that shape how we do our work and achieve our mission. While these KPIs may manifest differently for each role, they are essential aspects of our culture of continuous improvement.

- Stewardship
- Teamwork
- Initiative
- Flexibility
- Accountability
- Communication
- Customer Service
- Leadership

Position type: Professional, FLSA exempt

Location: This is a fully remote position.

Reports to: Accounting Manager

Starting salary range: \$69,300 – 74,300 annually

Actual salary will depend on experience, skills and geographic location in Washington State. The full salary grade range allows for compensation increases over time beyond the initial starting salary range.

Benefit Highlights:

- 100% employer paid Medical, Dental and Vision insurance for employees; 75% employer paid insurance for each dependent.
- Paid vacation, sick leave, holidays, and 2 personal days.
- Retirement plan with employer match up to 4% of gross salary.
- Flexible Spending Account option.

Hours:

40 hours per week, generally Monday - Friday. When needed, emergency response activities could require long hours and weekend work.

Work equipment:

NWHRN supplies a work-issued laptop, cell phone and equipment to perform essential job functions.

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 25 pounds at times.

To apply:

Please send a cover letter indicating interest in the position and resume to: hr@nwhrn.org with the subject line title: **"Bookkeeper"**

Applications will be reviewed on a rolling basis. Questions may be answered via email. Please send all questions to: hr@nwhrn.org.

NWHRN is an equal employment opportunity employer.