

Volunteer Job Description**: Bookkeeping Assistant/Financial Clerk**

Birthday Dreams is a non-profit program dedicated to bringing joy to homeless children with the gift of a birthday party.

**Position Description**:

* Post transactions to QuickBooks; reconcile bank statements; prepare basic monthly financial reports such as Balance Sheet and Income Statement.
* Enter invoices into accounting system; prepare checks for Executive Director to sign.

**Skills Required**:

* Data entry skills; ability to analyze financial data and prepare financial reports.
* Basic understanding of QuickBooks or other accounting software.
* Experience with Microsoft Excel and other Microsoft programs.

**Qualifications**:

* Background in non-profit finances or money management preferred.
* Previous bookkeeping experience including accounts payable, accounts receivable, general ledger and financial reports.
* Payroll experience helpful.

**Hours**:

* 6-8 hours per week are ideal. We are flexible and will work with your schedule.
* Office Hours are 9am-5pm, Monday-Friday.
* Prefer a minimum of a 6-month commitment.

**Benefits**:

* Use your experience to support creating fun birthday parties for homeless children.
* Enjoy being part of a lively, dedicated office staff with a passion for making kids smile.
* Work behind the scenes to ensure children can celebrate their special day.

**Work Site Location**:

* Birthday Dreams Office: 1101 Bronson Way N., Renton, WA 98057.

**How to Apply**:

* Go to [www.birthdaydreams.org](http://www.birthdaydreams.org) to learn more about the organization and its volunteer program or call: (425) 988-3954.
* Apply online or indicate an interest in the position by sending an email to: volunteer@birthdaydreams.org

**Reports To**:

* Chris Spahn, Executive Director.

**Additional Info**:

* Criminal background check is required.
* Signing a Confidentiality Agreement is required.
* Must be at least age 18.