



# Office Manager and Bookkeeper

## ABOUT US

Advocate Accounting LLC is a values-driven firm that provides accounting, bookkeeping, tax, and consulting services to nonprofit organizations, small businesses, and individuals in the greater Seattle area. We love our clients and their missions and want it to show in our work. We take pride in building a work culture rooted in trust, collaboration, and learning. We are committed to developing individual team skills, sharing leadership, communicating openly, and prioritizing a healthy work/life balance. Visit [our website](#) to learn more about our work and clients.

We're a small but mighty team of two looking to bring on our third full-time employee. We work primarily remotely, with the possibility for occasional staff retreats, meetings, or work in the Seattle area after the pandemic.

## ABOUT THE POSITION

We are looking for a self-starter with strong organizational skills and attention to detail to support with bookkeeping and day-to-day administration.

Core responsibilities include:

- Proactively communicating with clients, including following up for documents or missing information.
- Processing accounts payable, assisting with month-end allocations, and recording financial transactions in Quickbooks Online for multiple clients each month.
- Assisting with quarterly and annual payroll tax filings.
- Organizing tax documents received and basic data entry for 1099s, W2s, and other simple tax forms.
- Supporting the team in developing and managing administrative systems and apps; spearheading process improvements.
- Coordinating the onboarding process for new clients and maintaining client information and accounting filing systems.
- Additional general office and bookkeeping tasks as assigned.

## ABOUT YOU

A successful team member in this position will use their communication and organizational skills to keep track of moving parts to ensure that our clients and team are well cared for and processes are working smoothly.

At a minimum, the experience and skills we're looking for are:

- Experience and cultural competency working with diverse communities.
- Passion for working with a diverse group of nonprofit organizations.
- Strong customer service and problem solving skills.



- Willingness and aptitude to learn new technical skills.
- Ability to work independently and in a team setting.
- Ability to perform detailed work with efficiency and accuracy.
- Ability to manage multiple projects and tasks concurrently.
- Ability to be flexible about changing priorities and manage competing deadlines.
- Highest level of discretion in protecting confidential information and data security.

Additionally, the following skills and experience is a plus:

- Bookkeeping experience, especially in Quickbooks Online.
- Familiarity with some of the systems and apps we and our clients use: Gmail and Google Drive, Microsoft Teams, Excel and/or Google Sheets, Adobe Acrobat, Gusto, Divvy, Zoom, and CRMs/payment processors like Neon, EveryAction, and Stripe.
- Operations or administrative experience, preferably in a small business or grassroots/nonprofit organization.
- Familiarity with local, state or federal tax law.

## COMPENSATION & BENEFITS

**Compensation & Work Philosophy:** The salary range for this position is \$42,000 - \$45,000 depending on experience, with annual bonuses/raises. We intend to invest in the training and professional development of this position so it can grow and develop as the company grows, gaining increasing levels of responsibility and opportunity over time.

This is a full-time, nonexempt position based on a 35 hours/week schedule except during January - April. The expectation during the first four months of the year is 40 hours/week, and occasional overtime may be required. Working hours are flexible; employees are encouraged to set hours that work for them as long as they are clearly communicated and the work is completed on time.

**Benefits:** Though Advocate Accounting is a small company, we believe it's important to provide the best benefits we can afford. Currently, we offer the following: health benefits, retirement plan with 3% employer match, 11 paid holidays including your birthday off, 10 days paid vacation, 6.5 days paid sick time, and internet and phone reimbursements.

## HOW TO APPLY

Please send a resume and cover letter to [info@advocate-accounting.com](mailto:info@advocate-accounting.com) by **May 7th** with "Office Manager and Bookkeeper" in the subject line. Interviews will be conducted from May 10 - 28th with a desired start date in mid to late June.

Advocate Accounting LLC is an Equal Opportunity Employer. People of color, queer, gay, lesbian and/or bisexual people, transgender, genderqueer and/or non-binary folks are encouraged to apply.