



816 Second Ave, Suite 200, Seattle, WA 98104



Part-Time Finance and Operations Assistant

Futurewise: 20 hours/week

Zero Waste Washington: 4 hours/week

About Futurewise

Futurewise works throughout Washington State to create healthy thriving communities and protect natural resource lands and fish and wildlife habitat to achieve a better quality of life for present and future generations. We work with communities to implement effective planning and policies that build community, stop sprawl, provide efficient transportation choices, address climate change, create affordable housing and strong local businesses, and sustain healthy natural systems. We provide research and analysis, planning and policy strategies, community education and advocacy, and legal expertise to maintain and improve the quality of life in Washington State.

About Zero Waste Washington

Zero Waste Washington works to protect people and our natural world by advocating for products designed and produced to be healthy, safe, and continually recycled and reused. We envision a just and sustainable world where society responsibly produces, consumes and recycles. We are proud to be the public voice for zero waste. We do our work through a multi-pronged process that includes policy/legislation changes at the local and state level, innovative education and outreach, partnerships, and research.

General Job Description

In the same office suite, under the direction of the Executive Directors of each organization, the Finance and Operations Assistant will assist with the preparation and monitoring of multiple program budgets, as well as operational and facility needs. Principal responsibilities include preparing financial reports, processing payroll, processing financial documents, reconciling accounts, researching budget data, and providing office administrative support to staff. Interactions occur with the Executive Directors, program directors and staff, sub contract partners, and vendors. The job requires well developed verbal skills to present and exchange technical information. The position requires the ability to pay attention to detail and provide accurate and reliable budget data for a complex grant and contract-funded organization.

This is an opportunity to work in a dynamic, inter-disciplinary, and innovative work environment to build a more sustainable and equitable future for communities in Washington State. Our two organizations have worked together to create a warm and welcoming shared office.

Position Details

Fiscal Management/Bookkeeping (for each organization)

- Maintain fiscal recordkeeping and up-to-date information for multiple programs and subcontracts. Assist management in preparing and modifying the program's annual budget and short term contracts including the proposed, approved, and modified budget document and individual component budget documents.
- Maintain financial reporting system using accounting and spreadsheet software. Prepare monthly and quarterly financial reports that are used to monitor/track spending and project ending fund balances and net working capital expenditures. Develop specialized expenditure reports as needed.
- Review management proposals to verify analyses and ensure that proposals are within budget limits. Communicate procedures and budget information to staff, sub-contractors, and vendors. Provide accounting and financial technical assistance to program departments.
- Provide support in maintaining a cost/fund accounting system and conducting "cost of services" studies for all programs.
- Enter revenue and expense data into the computerized budget system. Reconcile program financial accounts.

- Coordinate annual audit (Futurewise only) and 990 with external accounting firm.
- Assist in maintaining the budget and financial systems and policies. Develop improvements in budgetary operations, procedures, policies and methods. Analyze, interpret, research and answer questions pertaining to financial reports, monthly budgets and related subjects. Prepare various analyses requested by management.
- Prepare, facilitate completion of, and maintain contractual agreements, grant reports, memos, etc.
- Perform a variety of administrative and clerical activities to ensure financial and personnel requirements are met in a timely manner (e.g., verify that transfer requests meet guidelines, ensure that staff expenditure requests meet guidelines and budget limits, coordinate distribution of materials, ensure proper processing, etc.).
- Provide support to Executive Directors and program management during year end closing.

Personnel/Payroll

- Manage and administer benefit plans and payroll.
- Monitor compliance with labor laws.
- Maintain individual personnel records.

Operations

- Oversee all facilities activities (IT, telephone, office space, equipment, ordering supplies, etc.) and related operational needs of the organization.
- Handle purchases. Maintain service contracts on equipment.
- Provide support for the organization's annual events (assist with logistics, registration, etc.).
- Develop and maintain effective filing and recordkeeping system.

Minimum Qualifications:

The right person will be flexible, diligent and a quick learner who is organized, detail-oriented and able to prioritize requests coming from multiple sources.

- 3-5 years of demonstrated finance/bookkeeping experience.
- Experience working with the preparation of large budget(s).
- Must have sufficient understanding of accounting principles to maintain fiscal record keeping and accurate up-to-date budget information for a large, complex grant funded program.
- Must have the ability to maintain complex records and files, create complex financial reports, and computer generated graphics for reports and presentations.
- Good analytical and problem solving skills required.
- Must have a working knowledge of computerized accounting and budgeting systems (proficient in QuickBooks and Microsoft Office applications).
- Knowledge of basic office practices and procedures.
- Working knowledge of personal computer applications, networks, and printers.
- Ability to communicate effectively both orally and in writing; and to establish and maintain effective working relationships with co-workers in a diverse workplace environment.
- Must have the ability to work with little or no supervision, to manage time and prioritize projects to meet established deadlines, and to propose new ways of creating efficiencies.
- Demonstrated resourcefulness in setting priorities.

Project Location, Salary and Benefits

This position is based in Seattle, WA, and is expected to be an average of 20 hours per week, up to 3 days per week. Futurewise and Zero Waste Washington share office space and services. We seek to offer flexibility to fit the applicants schedule, including the opportunity to work from home and vary the number and schedule of hours from week to week, depending on your other clients or obligations. Salary is commensurate with experience but is expected to be in the \$27-\$30 per hour range. Benefits include eligibility for Simple IRA participation, paid ORCA card for regional transit, paid vacation, sick and holidays. This position is not eligible for health benefits.

Posting Expiration Date

Position is open until filled. First consideration will be given to applications received by November 8th, 2019.

How to Apply

The position is open immediately. For full consideration, please provide materials as soon as possible. Interested candidates should send a cover letter, resume, and at least three references in PDF format to jobs@futurewise.org. Please make the subject line of the email *your last name* followed by "Finance and Operations Assistant" and address the cover letter to Alex Brennan and Heather Trim. No phone calls please. Due to the large number of applicants, only successful candidates will be contacted. Learn more about Futurewise at www.futurewise.org and Zero Waste Washington at www.zerowastewashington.org.

Futurewise and Zero Waste Washington are Equal Opportunity Employers that value diversity in all areas of its operations. We are committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment. We look to all staff to contribute to the effective implementation of programmatic activities and the successful growth of the organization.