

## Bookkeeper (part-time)

### ABOUT OPEN ARMS

Open Arms was founded in 1997 by a small group of women from the community who envisioned a future where no one would have to give birth without support. They imagined a world that cherishes birthing women, their babies, families, and communities. Today, that vision translates into a powerful community-based organization with a staff of 26 and a pool of contracted doulas and staff serving over 300 pregnant people and their families annually. Our three programs (Birth Doula Services, Community-Based Outreach Doula Program, and Breastfeeding Peer Counseling) support low-income pregnant people and families to help them establish strong and healthy foundations. Over 75% of Open Arms clients identify as people of color, and we are highly-regarded for providing culturally relevant and appropriate support. Today, Open Arms has an annual operating budget of over \$3.2M through a combination of funding from public institutions, private foundations, and individual donors.

Open Arms recognizes that the earliest experiences impact brain development, and we work with families to give our next generation the best beginning. Multiculturalism, respect, and racial equity permeate all that we do. We work in true partnership with the communities we serve, listening to their hopes and dreams for pregnant people, babies and new parents, and providing resources to help transform those dreams into reality.

Ninety percent of the world’s wealthiest countries surpass the United States on measures of maternal and child health and well-being. This impact is felt disproportionately by American babies born into poverty, whose mothers too often suffer from stress, social isolation, domestic violence, food insecurity and unstable housing in addition to insufficient health and parenting resources. In King County today, Native and African American infants are twice as likely to die within the first 28 days of life than white infants. Open Arms’ services work to address and mitigate these risk factors, so that mothers and babies receive the best possible start and avoid poor outcomes that can have negative consequences possibly lasting a lifetime.

Open Arms’ services and community-based approaches are working, and people are taking note. Open Arms is the first community doula program in the nation to be accredited through HealthConnect One. The agency has won several local awards including the Seattle Human Services Innovative Programs Award, as well as SOAR’s Community Achievement Award. Our funding partnerships with Social Venture Partners, Pacific Hospital PDA, Perigee Foundation, and Thrive Washington demonstrate that Open Arms has earned the support and respect of the local philanthropic community.



### MISSION

**Open Arms provides community-based support during pregnancy, birth, and early parenting to nurture strong foundations that last a lifetime.**

### VISION

**Thriving children. Healthy families. Powerful communities.**

### VALUES

- 1. Respect: Holding complexity for people and cultures**
- 2. Family: Relationships are at the heart of what we do**
- 3. Justice: Boldly disrupting oppression**

# JOB DESCRIPTION

## Position Summary

As part of the Open Arms Finance Team, the Bookkeeper will be responsible for recording day-to-day financial transactions, managing Accounts Payable and Accounts Receivables, and processing payroll and tax payments. This position will report directly to the Finance Manager and work closely with CFO and Operations team.

This is a 20 hour per week (FTE .5) hourly, non-exempt position, eligible for employee benefits. The work schedule would definitely require Tuesday and Thursday, with the remaining work hours scheduled during the remainder of the week, as per the mutual agreement between the Finance Manager and the Bookkeeper. There is a possibility of FTE increase later on.

The primary duties and areas of responsibility include the following:

### GL Accounting:

- Record day to day financial transactions
- Reconcile bank, credit card, and petty cash statements

### Accounts Payable:

- Record and process Accounts Payable weekly
- Verify all expenditures are supported by adequate documentation and approvals
- Maintain submitted forms and supporting documents in an orderly and consistent manner

### Accounts Receivable

- Post contributions, contract payments, pledges
- Monitor A/R Aging and collect outstanding invoices
- Keep track of pledge payments and reconcile with donor database

### Payroll:

- Prepare payroll including, verifying withholdings, benefits, and all pertinent elements are updated and accurate
- Process federal, state, and local quarterly and annual tax filings
- Record and reconcile PTO accruals
- Implement transition of payroll systems if the need arises

### Support:

- Record & keep track of fixed assets
- Assist with monthly and year-end close
- Assist with special events accounting
- Assist with system troubleshooting and improvements
- Assist with accounting needs for Fiscal Sponsor organizations

## Required Qualifications:

- BA/BS, preferably in accounting or finance, but related coursework and experience accepted
- Proficient in QuickBooks (or other accounting software) and Excel
- Experience and basic knowledge of GAAP; nonprofit accounting experience
- Experience with processing payroll and filing payroll taxes
- A strong sense of ethics; committed to integrity, professionalism and high quality service provision

- Persistent in solving problems, follow through on promises; must own up to own mistakes and ensure that they are not repeated
- Adaptable and composed when faced with changing needs and competing demands; Open Arms is in a unique state of rapid growth and as a result, we are creating and improving processes on an ongoing basis.
- Ability to multitask and manage own time to meet various deadlines while maintaining a pleasant and welcoming demeanor
- Outstanding organizational, analytical and detail skills
- Highly skilled in organizing electronic files and folders, and improving efficiency
- Ability to work collaboratively in a team environment and with people from different backgrounds
- Being a good listener and communicator
- Prior experience working within and/or with communities of color
- Ability to travel to Open Arms' two office locations in Beacon Hill and South Seattle; this position will have to travel to both locations for meetings, work, etc.

### **Mental and Physical Requirements**

The physical/mental demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

#### ***Mental Requirements:***

This position continuously requires interpersonal skills, teamwork, customer service, use of discretion, performing basic math, independent judgment and/or independent action, and reading, writing, speaking, and understanding English. Frequently requires decision-making and problem analysis. The position occasionally requires creativity. Attention to detail also required. This position includes a high amount of desk work, sitting, filing, phone and computer screen time in an open office work environment.

#### ***Physical Requirements:***

This position continuously requires sitting, hearing (using assistive devices if needed), and repetitive motion of the hands/wrists. Open Arms is housed in a wheelchair accessible, scented building, with wheelchair accessible bathrooms. Access to reliable transportation will be required for travel to work. Working conditions include normal office work primarily based at our Seattle locations on Beacon Hill and in South Seattle.

## **WHAT WE OFFER**

- **Compensation:** This is a 20 hour per week, non-exempt position with a pay range of \$21-\$23 per hour, commensurate on experience and qualifications.
- **Benefits:** paid health, vision, and disability insurance, generous paid time off and paid holidays, and professional development opportunities. Option to contribute to a 401k, flexible spending and dependent care expenses account, and supplemental insurance.
- **Flexible and family-friendly environment:** Because of our mission and the services we provide, Open Arms is proud and committed to being a family-friendly workplace. We offer flexible work schedules with remote work being part of the usual weekly schedule for almost all staff. We also offer generous PTO for self and family care to staff who work more than 20 hours per week. Children of any age are welcome in our office,

and many staff bring their children to work on a regular or as-needed basis. We have an onsite lactation lounge and encourage breastfeeding in the workplace.

- **Supportive and inclusive workplace culture:** We have an informal workplace culture, and staff develop strong, supportive connections with each other. We are proud of our extremely diverse staff in all demographic areas, which creates a very rich and inclusionary organizational culture.
- **Commitment to equity:** Open Arms is an affirming, positive, diverse work environment. Open Arms provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. We strongly encourage applications from people of color and other historically underrepresented and marginalized groups.

## APPLICATION PROCESS

Send a resume and cover letter to [hr@openarmsps.org](mailto:hr@openarmsps.org) with “**Bookkeeper**” in the subject line by **September 25, 2019 (deadline extended)**. No phone calls or paper submissions please.