



GCNF Finance and Admin Assistant (Part-time)

GCNF is seeking a candidate for part-time work--approximately 2-5 hours per week (8 maximum)--for the foreseeable future, with the possibility of an increasing workload over time.

The work consists of basic financial and administrative work, such as:

- Simple bookkeeping, invoicing, and financial records management
- Providing receipts for donations and payments to the organization as well as updating an online donor database system
- Researching costs for equipment, supplies, travel, and other items to be purchased
- Receiving and responding to correspondence regarding basic administrative and financial matters
- Document organization and filing in electronic files
- Preparing and filing records as related to the legal status of the organization
- Miscellaneous other responsibilities as mutually agreed in advance

Desired Qualifications for this role: At least two (2) years experience working in a financial or administrative role, preferably in the nonprofit sector; proficiency with MS Office, Google Apps for Business (Gmail, Docs, Sheets, etc.) and a willingness to learn new technologies; acute attention to detail; strong time management and organizational skills.

After in-person orientation and with periodic face-to-face check-ins, the bulk of this work could be performed off site. This role will require interacting with all members of the GCNF staff (currently three individuals), and will report to the Program & Operations Officer but work closely with the Communications & Administrative Coordinator. Given the small GCNF staff size and the scope of its activities, the position is by definition multi-faceted, incorporating both financial and administrative responsibilities.

Compensation will be at a fair market rate for this type of job in Seattle --\$18-25 per hour--depending on the candidate's work history and agreed responsibilities.

To apply, please send to info@gcnf.org

- a resume
- a statement regarding your part-time availability (minimum and maximum numbers of hours per week you could work, for how long--if not indefinitely)
- your preference in terms of working on-site in our office or off-site
- contact information, and
- any other relevant information you would like us to know about you.

If you have any questions, please contact Rebecca Steelman at info@gcnf.org. For more information about the organization, go to our website: www.gcnf.org