



Take charge, make *CHANGE*

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**SAFE STREETS CAMPAIGN  
JOB DESCRIPTION**

**Position:** Bookkeeper  
**Reports to:** Finance Director

**Salary and Benefits:**

Non-Exempt: \$35,000 - \$40,000 per year + excellent benefits.  
Benefits package includes medical, dental and vision coverage, life, short-term and long-term disability insurance, an employee assistance program, paid holidays and a generous Paid Time Off (PTO) plan.

**Work Schedule:**

Full Time at 40 hours per week. Non-Exempt.  
Monday – Friday, 8:00am – 5:00pm plus rare weekend and/or evening work

**About Safe Streets:**

The VISION of the Safe Streets Campaign is:  
Imagine every one of us lives in a safe, thriving neighborhood

The MISSION of Safe Streets Campaign is to unite and inspire youth, neighbors, and businesses to build safe, healthy, thriving communities.

**Key Responsibility Area:**

- (1) Maintenance of Safe Streets Cash Receipts
  - A. Oversees daily cash receipts and posts to proper accounts.
  - B. Ensures bank deposit is made on a daily basis.
  - C. Record cash deposits, transfers between appropriate accounts made as needed.
  
- (2) Maintenance of Safe Streets Expenses
  - A. Oversees expenses and posts accounts payable on a weekly basis.
  - B. Keeps an accurate record of all disbursements for expenses on a daily basis.
  - C. Processes disbursements for expenses weekly.
  
- (3) Maintenance of Accounting System
  - A. Enters and maintains payroll system.
  - B. Periodic general ledger account analysis.

- (4) Maintenance of Consortia and Corporate Contributions and Other Pledges Receivable
  - A. Post cash payments to accounts daily
  
- (5) Operating Budget Preparation
  - A. Assist Finance Director in preparation and input of budget.
  
- (6) Assist in preparation of all financial and employment report requirements
  - A. Oversees reporting requirements for: retirement and employee benefit plans; local, state and federal government reports; annual audit, and other reports as they may be required.
  
- (7) Other Responsibilities
  - A. Data and Document Integrity, Security and Backup
  - B. Protects electronic and physical records against sabotage, disaster, and/or other damage intrusion at prescribed levels.
  - C. Back Up Other Administrative Staff as Required
  - D. Provides backup to other administrative staff, as necessary, as determined by the Executive Director.
  - E. Self-Improvement
  - F. To consciously and continuously strive to hone current skills and to develop new skills and knowledge which will enhance personal ability to carry out responsibilities.
  - G. To assume and carry out other duties as assigned.

**Requirements:**

1. Two Year Accounting Degree.
2. Three or more years accounting experience.
3. Ability to prepare Excel spreadsheets and work with other Microsoft software.
4. Experience with MIP Non-profit Fund Accounting software a plus.
5. Demonstrated ability to work as a team member