



**POSITION:** Accounting & Marketing Assistant – Work Study

**PURPOSE:** Provide basic accounting, website maintenance, and clerical support in the Outdoors for All office to help ensure a smooth delivery of our mission to children, families, hospitals and community members throughout the Puget Sound and the State of Washington.

**SUPERVISOR:** Controller

**RESPONSIBILITIES**

1. Provide general support for the Accounting Department, including: accounts receivable, accounts payable, payroll, ledger and journal entries.
2. Assist Marketing Department in maintenance of our website by handling routine updates.
3. Specific duties will be discussed in interviews and may include the following: data entry, occasional phone and reception coverage, mail processing, web updating, , and support roles for Outdoors for All board and committee programs.
4. Utilize office technology including MS Office products, copier, mailing machine and other office machines.
5. Comply with Outdoors for All safety and health policies and procedures.
6. Assist in the handling of day-to-day operational tasks and other duties as identified.

**QUALIFICATIONS**

1. Basic accounting coursework or bookkeeping experience. Experience with web publishing and/or Dreamweaver software preferred.
2. Good interpersonal, verbal and written communications skills.
3. Basic skills with Microsoft Office programs (Word, Excel, Publisher). Experience with or interest in Filemaker database systems and network maintenance systems is encouraged, but not required.
4. Commitment to a positive, fun and team-oriented working environment.

**SCHEDULE:** 6-8 hours per day or 30-40 hours per week throughout the summer. Flexible hours within office schedule, Monday – Friday 9am – 6pm.

**COMPENSATION:** \$10.00 – 13.00/hour depending on experience. No medical benefits.

**INQUIRE TO:**

Susan Rucker, Controller  
Outdoors for All Foundation  
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Seattle, WA 98109

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***Outdoors for All Mission***

To enrich the quality of life for children and adults with disabilities through outdoor recreation