

American Cultural Exchange Service (ACES) is a small, growing, non-profit organization dedicated to promoting global understanding through educational and cultural exchange experiences. Based in Bellevue, our fun and friendly National Office is looking for a highly organized, detail oriented and responsible bookkeeper.

Primary Responsibilities include:

1. General bookkeeping including A/P, A/R, journal entries, bank reconciliations, monthly payroll and IRS tax payments, as well as other approved payments, etc.
2. Maintain financial records for all accounts and payments
3. Provide support to President in budgeting, billing/invoicing, etc.
4. Tracking grants budgets, expenses, bills, and invoices
5. Organizing and filing digital documents as well as paperwork
6. Work with staff members on all bookkeeping issues
7. Prepare and assist accountant for annual financial audit
8. Other bookkeeping duties not listed above
9. Able to work at the Bellevue office

Qualifications:

1. Minimum two years of bookkeeping
2. Proficient in QuickBooks and MS Excel
3. Detail oriented with good organizational skills
4. Quick learner and hard working
5. Positive attitude and good communication skills
6. Problem solver and able to work independently
7. Ability to set priorities and meet deadlines

Education Requirement:

Minimum of 2-year degree

Professional Experience:

Entry level

Salary:

\$20/hour or commensurate with experience

Application:

Please submit a cover letter, resume, and two employer or professional references to: michael@exploretheworld.org