

Bookkeeper & Administrative Assistant

Organization: Northwest Choirs (Northwest Boychoir & Vocalpoint! Seattle)

Reports to: Executive Director

Location: Seattle, WA (University Heights Center, near UW)

Position Type: Full-time (negotiable), exempt

Evening/Weekend Availability: **Required** for approximately 20–30 events per year

About Northwest Choirs

Northwest Choirs is a nationally recognized nonprofit arts organization, home to the Northwest Boychoir and Vocalpoint! Seattle. For over 50 years, we have trained young singers through a rigorous, professional-level program and performed with the region's finest arts organizations. We foster excellence, teamwork, and a love for music in a supportive and inspiring environment.

Position Summary

We are seeking a detail-oriented, self-motivated professional to manage bookkeeping and administrative functions for our dynamic arts nonprofit. This role works closely with the Executive Director, supporting financial operations, office administration, event logistics, and occasional special projects.

This is a fast-paced, deadline-driven environment that requires flexibility, initiative, and the ability to balance multiple priorities. The position also includes evening and weekend event support throughout the year.

Key Responsibilities

Bookkeeping (Primary Focus)

- Manage accounts payable and receivable, including tuition, vendor invoices, and event income.
- Reconcile monthly bank and credit card statements.
- Prepare financial reports and assist with budgeting.
- Maintain records in QuickBooks Online (required).
- Track restricted funds and grants.
- Assist Executive Director in Budgeting process
- Ensure compliance with nonprofit financial regulations.
- Assist with grant financial reporting.

Administrative Support

- Assist the Executive Director with scheduling, correspondence, and special projects.
- Maintain organized digital filing systems.
- Prepare board packets, grant documentation, and donor reports.
- Answer phones, greet visitors, and monitor the general email inbox.

Event Support

- Provide on-site support for 20–30 concerts, fundraisers, and events per year.
- Assist with event setup, guest check-in, and on-site financial tracking.
- Support ticketing, merchandise sales, and general event logistics.

Qualifications

- Proven bookkeeping experience, preferably in a nonprofit setting.
- Deep experience in QuickBooks Online REQUIRED.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook).
- SmartSheet experience a bonus.
- Strong organizational and time management skills.
- High attention to detail and accuracy.
- Ability to work independently and collaboratively.
- Excellent written and verbal communication skills.
- Willingness to work flexible hours, including evenings and weekends.
- Background in the arts or working with children is a plus.

Work Environment

- Based in our Seattle office at University Heights Center.
- Some lifting (up to 30 lbs) may be required for event setup.
- Flexible hybrid options may be considered after training.

Compensation & Benefits

- Salary: \$55k–\$70k annually, commensurate with experience.

- Health benefits, paid time off, and holidays
- Monday–Thursday, 10–11am start time, ending 6–7pm. Fridays remote.
- Flexible schedule with comp time for evening/weekend events.
- Opportunities to attend Northwest Choirs concerts and events for you and a guest.

How to Apply

Please send your resume and a cover letter to:

Executive Director

Email: jobs@northwestchoirs.org

Applications will be reviewed on a rolling basis until the position is filled.