



Historic South Downtown Bookkeeper / Office Manager

Time and Classification

This position has two primary centers of responsibility: Bookkeeping and Office Management to assist Historic South Downtown's (HSD) grant-making and advocacy work in South Downtown Seattle.

The time allocated to each role is dependent on the demands of each position at the time. Good communication between the Office Manager/Executive Director is essential to ensure efficient work-flow and excellent work product. The intent is that the Bookkeeping role will require approximately 8-10 hours of work/week and the Office Manager role 10-15 hours of work/week, but not exceeding a maximum of 25 hours of work/week in total.

This position is exempt as defined by WAC 296-128-520.

The Organization

The Historic South Downtown Community Preservation & Development Authority is a state-created agency responsible for preserving, restoring, and promoting the health, safety, and cultural identity of Seattle's Pioneer Square and Chinatown-International District neighborhoods.

HSD was created by the Washington State Legislature as the first community preservation and development authority in the state. HSD exists to respond to impacts from ongoing construction of major public projects in both neighborhoods. It is governed by a board of thirteen volunteer and elected directors that represent community stakeholders from Chinatown-International District, Pioneer Square and local legislature. As the first CPDA in the State of Washington, HSD participates in the formation and success of new CPDAs as they develop.

HSD is funded by a combination of direct allocations from the State of Washington and some County and City investments. Between 2019 and 2022, HSD granted about \$7.5M to local organizations and projects, including \$550,000 in additional emergency funding during the first year of the pandemic. Our grantmaking program is distinguished by its intense focus on neighborhood self-determination of the issues to be addressed and the solutions necessary to address them. Similarly, our advocacy work focuses on elevating the voices of the neighborhood, helping to ensure issues in these communities are addressed based on the interests, ideas and priorities of those who live, work and play in the historic neighborhoods of South Downtown. We seek to bring an equity focus to all we do.



Historic South Downtown works out of the Hing Hay Coworking Space in the National Register Historic Chinatown District. As such, there is no physical “office” but rather a collection of coworking desks and a community that is connected virtually and through in person activities.

Detailed Position Requirements – Bookkeeper/Office Manager

The HSD Bookkeeper/Office Manager will provide support for the other staff members, the Board of Directors, and accurate maintenance of financial records for the authority. To succeed in this role, the BOM will be a self-directed, independent worker, willing to seek clarification and present new ideas, detail and task oriented, and able to manage a varied and dynamic list of responsibilities.

DUTIES AND RESPONSIBILITIES

- Day-to-day Bookkeeping using QuickBooks Online
 - Development and management of billing process management system
 - Receipt and records control
- Billing/Invoicing
 - Adherence to government invoicing requirements, flexibility in troubleshooting
- Communications support
 - Support with calendar management for Executive Director, potentially other staff as hours allow
 - Assist scheduling public meetings, consultant meetings and other virtual/in person activities
 - Coordinate with consultants and partner agency staff
 - With the Executive Director and Community Preservation Associate, assist in updating content on website, social media, Mailchimp, and other promotional material as needed
 - Mailing list management
 - Support proper use of branding material
- Board support
 - Organizing and providing notice of monthly full Board and committee meetings, including supporting material
 - With HSD Board and Staff, plan the annual Board Retreat, each spring
 - With HSD Board and Staff, support the organization of annual meeting each November, including Board elections planning
 - Support orientation of new board members as needed
 - With the ED and others, assist in organizing other board training, support and operational functions (examples could include creating and sending board gifts, organizing tours, etc.)
 - Meeting attendance will be decided on a month by month basis, hours worked and availability



- In every interaction with Board, prioritize their connection to the organization, elevate issues to ED effectively
- Support grant management
 - Assist grant manager when needed to arrange public meetings, issue communications, organize RFPs
 - Manage use of Foundant Grant Management system
 - Assist in creating effective HSD user guide for Foundant
- Liaison for IT Support
- Filing and organization of online server
- Other duties as needed

MINIMUM QUALIFICATIONS

- Strong business and finance administration knowledge, state government or non-profit experience a plus
- Accounting and reporting experience with a high degree of accuracy
- Proficiency in QuickBooks Online is required
- Proficiency in variety of additional programs and applications, and a demonstrable high comfort level and ability to seek out and learn additional products. Currently used programs/applications include: Microsoft Office applications, Office 365, Sharepoint, Teams, Word, Excel, Outlook, Powerpoint, Mailchimp, Wix, Zoom, Canva
- No specific educational level is required. Rather, successful candidate will demonstrate necessary skills and dedication to continual learning, creative problem solving

SKILLS DESIRED

- Excellent interpersonal, verbal, and written communication capability.
- Connection to or understand of the South Downtown neighborhoods of the CID and Pioneer Square; prior work with equity-seeking populations
- Budgeting comprehension, attention to details, bookkeeping
- Effective time management and organizational skills, with ability to prioritize and multitask
- Creativity and problem-solving aptitude; love of systemizing and streamlining workflow, working as a team to continually improve administrative function of HSD
- Ability to work successfully independently and as part of a team.

COMPENSATION

- Pay: \$28.00 - \$31.00 per hour, with a maximum of 25 hours per week.
- Benefits:
 - Generous employer contribution to health insurance



- 100% paid Orca Card
- Paid Time Off (prorated) plus Paid Safe Time

To apply please submit your resume and cover letter to: kathleen@historicsouthdowntown.org.
No phone calls please. This position will remain open until filled.