



360.671.7663 | fax 360.671.7038
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PO Box 28487, Bellingham, WA 98228

Bookkeeping Assistant

We are eager to connect with a volunteer with a special set of credentials to support our amazing Finance Manager. The Volunteer Bookkeeping Assistant would spend 2-3 hours per week assisting with a range of assignments. This position is ideal for those that are eager to give back to their community, and their SUPER HERO SKILLS are in the financial management sector. This could also be a perfect fit for a retired professional, or someone in the last stages of their college/masters degree.

Additionally, an ideal candidate for this role would be:

- Detail oriented/attention to detail
- Familiar with Quickbooks
- Familiar with accounting/bookkeeping double entry system
- Proficient in excel
- Willing to learn

If this is the perfect position for you, please send your resume and a cover letter to Finance Manager Judy Wayt at judyw@lydiaplace.org.

Open until filled.