

Data Entry / Accounting Support

Snow & Company seeks a part time Data Entry / Accounting Support Assistant. We are a fast-growing boat building and repair business in the Ballard/Fremont neighborhood. This on-site position offers flexible working hours up to 20 hours per week. You choose the days and hours that will work for your schedule. Any time Monday – Friday between 7AM and 6PM.

The position will be responsible for inputting vendor invoices and receipts into QuickBooks, helping to reconcile vendor invoices, filing invoices and payment records, and providing general administrative support to the accounting and purchasing team.

Requirements:

- Strong computer, keyboarding and inputting skills.
- Good with numbers
- Prior QuickBooks or accounting system experience would be helpful
- Ability to communicate and willingness to ask questions.
- High School Diploma or equivalent

Located on the Burke Gillman bike trail and within one block of the Metro bus, we are a commuter friendly workplace.

Snow & Company, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, protected veterans, age, disability, or genetics. In addition to federal law requirements, Snow complies with applicable state and local laws governing nondiscrimination in employment.

Snow & Company, Inc. is considered an essential business and strictly follows the COVID-19 General Workplace Requirements as stated by the State of Washington Dept of Labor and Industries.

Snow is a Drug Free workplace.

Job Type: Part-time

Pay: \$18 per hour



Send resumes in confidence to jobs@snowboatbuilding.com . For more information, please visit Snow & Company on the web at www.snowboatbuilding.com