

Bookkeeping Coach (Contracted)



ABOUT US: Ventures is a Seattle-based nonprofit that empowers aspiring entrepreneurs with limited resources and unlimited potential to improve their lives through small business ownership. We provide access to business training, capital, coaching and hands-on learning opportunities for entrepreneurs. We serve those in our community for whom traditional business development services are out of reach, with a focus on women, people of color, immigrants, and individuals with low income. Our ultimate goal is to support individuals to increase their income potential, achieve long-term financial stability, and provide for their families, and enrich their communities through small business ownership.

WHAT IT'S LIKE TO WORK FOR VENTURES: Ventures strives to provide impactful programs, while maintaining a healthy work-life balance and positive, team-oriented atmosphere. Our core values are Diversity, Integrity, Community, Empowerment, Innovation, and Client Success. Our team typically consists of 10-20 employees, plus a corps of contractors and volunteers, as well as an engaged Board of Directors.

POSITION OVERVIEW: This position supports Ventures' mission by providing bookkeeping coaching and support to Ventures clients. The Bookkeeping Coach is responsible for: meeting one-on-one with Ventures clients for bookkeeping consultation, supporting clients with tax preparation, and helping micro-business owners develop and improve financial management skills. In addition, the Bookkeeping Coach will also offer periodic workshops on business finances, taxes, and specialty topics.

RESPONSIBILITIES:

Other duties may be assigned as needed.

Bookkeeping and Business Coaching (80%)

- Provide empathetic, mission-driven bookkeeping support to Ventures clients



- Meet with clients to set-up, review, and maintain bookkeeping systems
- Provide financial coaching around business planning and financial statements
- Assist micro-businesses as they prepare to file business taxes (City, State, Federal)
- Use one-on-one consultations as an opportunity to review client business plans and improve financial management strategies
- Assist clients with Ventures loan application and support clients in Ventures' Peer Loan cohorts

Training (20%)

- Create and implement engaging workshops on financial concepts including: hands-on financials, tax preparation, and basic bookkeeping
- Provide resources and support to improve Ventures financial services curriculum

QUALIFICATIONS:

Knowledge of:

- Principles and practices of small business bookkeeping
- Small business bookkeeping systems including but not limited to Quickbooks
- Fundamentals of budgeting, cash flow, financial statements, accounts payable, etc.
- City, state, and federal tax preparation and filing, including: Schedule C, Washington State retail sales, use, and B & O taxes, and city tax filing
- Computer and technology systems including Microsoft Excel and Powerpoint

Ability to:

- Break down financials and financial terms to simple and accessible concepts
- Facilitate engaging and productive workshops and training
- Work independently on projects and also collaborate as strong team member
- Communicate effectively and work collaboratively with diverse audiences
- Demonstrate a high level of professionalism in dealing with confidential and sensitive issues
- Demonstrate empathy for entrepreneurs from vulnerable populations

Experience & Education:

- Two or more years of bookkeeping or related experience at a small business
- The following are not required, but strongly encouraged for this position:
 - Experience working with vulnerable populations
 - Experience working in a nonprofit organization
 - Spanish language skills



PHYSICAL DEMANDS / WORKING CONDITIONS

The employee must be able to operate a computer and other office equipment, speak and listen on the telephone, and accurately see and interpret columns of numbers.

DETAILS and LOGISTICS

- **Reports to:** Capital Products Manager
- **Supervises:** None
- **Department:** Operations and Capital
- **Compensation:** \$25-\$28/hour Please note – this is a contractor position. The Bookkeeping Coach is not eligible for Ventures’ benefits and is responsible for their own tax responsibilities.
- **Schedule:** 5 -7 hours per week, up to 30 hours per month
- **Location:** 2100 24th Avenue S., Ste 380, Seattle, WA 98144
- **Desired Start Date:** January 15, 2019 (open until filled)

TO APPLY:

Please submit a resume and cover letter to:

ERIN WILLIAMSON, ewilliamson@venturesnonprofit.org

No phone calls please. Please note - An employment offer will be contingent upon completion of a background check.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and the employee, and it is subject to change as the needs of the employer and the requirements of the job change.

Ventures is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and gender expression of identity) or any other classification protected by law

