



WPC Operations Coordinator

Washington Policy Center (WPC) seeks to hire a new Operations Coordinator. WPC is a non-profit, independent, public policy think tank that works to improve the lives of Washington state's citizens by providing accurate, high-quality and innovative solutions for policymakers, the media and the general public. These policy solutions come from our research centers that focus on the areas of agriculture, education, environment, government reform, health care, labor, small business, and transportation. WPC also has a Young Professionals group that keeps the next generation engaged in policy issues through events across the state. In addition, the organization hosts WashingtonVotes.org, which allows all Washington citizens to keep their elected officials accountable. We have a statewide staff of about 20 people, and offices located in Seattle, Olympia, and Eastern Washington.

The Operations Coordinator is full-time, non-exempt for overtime position with full benefits that works out of our Seattle office. The position works closely with and reports to the Operations Manager. The position's primary role is the accounting function which allows the organization to run smoothly and be a good steward of money given to the organization. The position also has some additional office responsibilities such as recording paid-time off, managing basic office equipment, IT concerns and office organization.

Key Responsibilities:

- Recording all accounts payable and related expenses
- Fulfilling payments in a timely manner
- Recording all contributions to the organization and working with our Development team to ensure our accounting and fundraising databases are reconciled.
- Providing detailed expense reports to department heads on a quarterly basis and as needed.
- Filing all payments for historical purposes including invoices, checks and credit card charges
- Recording office vacation and sick leave
- Managing general office equipment and some basic IT troubleshooting
- Miscellaneous administrative tasks including maintaining office organization.

Key Requirements:

- Understand and support our mission to promote free-market solutions through research and education in Washington state
- Previous accounting or bookkeeping experience required
- Previous experience using QuickBooks in an office setting and working with third party applications preferred
- High level of organization and attention to detail and the ability to manage and prioritize multiple projects at one time
- Must exhibit sound judgment in confidential donor matters
- Familiarity with Microsoft Office products including Outlook, Word, Excel, and Teams

Details/Benefits:

- 40 Hours/week, at least three days in Seattle office (SODO neighborhood)
- Benefits
 - Medical/Dental/Vision Insurance paid 90% by employer
 - 401(k) Retirement Account with matching
 - Flexible Spending Account (FSA) for Medical/Daycare/Transit
 - 2 weeks paid vacation and sick/safe leave, 11 paid holidays per year
 - Costco Membership
 - Free Parking
- Compensation: DOE, \$40,000-\$60,000

To apply, submit resume, cover letter, available start date and salary requirements to Braden Goodwin, Operations Manager, (206) 937-9691, bgoodwin@washingtopolicy.org