



ACCOUNTANT ASSISTANT

Organization: Aerospace Joint Apprenticeship Committee (AJAC)

Location: 6770 E. Marginal Way South Bldg. A-106 Seattle, WA 98108

Position Type: This is a part-time, permanent position; 20-24 hours per week

Supervisor: Business Services Manager

Application Deadline: 5:00 p.m., Wednesday July 26, 2017

Compensation: \$16.50 - \$20.00 per hour, depending on experience, plus free on-site parking

Job Description:

The Accounting Assistant (AA) will report directly to the Business Services Manager (BSM). This entry level position will provide a full range of accounting and bookkeeping assistance for the Business Services Department. The hours of work per week will be 20 to 24 at the AJAC office located in the South Seattle –Georgetown neighborhood. There is a potential for this position to temporarily increase hours up to 30 hours per week.

This position requires a valid Washington State driver's license, insurance and use of a vehicle.

It is the mission of AJAC that the training of apprentices shall be without discrimination based on race, sex, color, religion, national origin, age, disability, veteran status, sexual orientation, gender identity or as otherwise specified by law. AJAC also encourages women, minorities and veterans to apply with their employer.

The ideal candidate will have:

- Ability to be timely, dependable and consistent;
- Proficient in QuickBooks and Office products including MS Word, Excel and PowerPoint
- Good listening skills, professional demeanor and customer service oriented;
- Work well under pressure and in situations where there may be competing deadlines;
- Strong ability to manage/prioritize/organize multiple tasks and projects;
- Outstanding organizational and communication skills;

- Exceptional attention to detail, be thorough and demonstrate complete follow-through in the execution of assigned duties;
- Ability to handle company, employer and apprentice information confidentially;
- Demonstrated discipline in personal time management, self-motivation, accountability and responsibility for personal performance and the performance of the AMJTC team;
- Manage and prioritize interruptions and short notice project deadlines;
- Anticipate general organizational and specific department needs and be entrepreneurial in carrying out administrative tasks as assigned;

Typical Work:

- Perform accounting and bookkeeping duties such as but not limited to: accounts receivable, accounts payable, expense reimbursements, tuition collection and tracking, corporate credit reconciliation, account coding. Process, document and file contracts, keep contractor invoice records current;
- Use computer to perform tasks using Office products including Quick Books, MS Word, Excel, and Microsoft PowerPoint; processing task such as mail merge, letters, reports and other materials and documents from rough drafts, notes, outlines or recordings;
- Proofread material, correcting for accuracy, sentence structure, spelling, grammar and punctuation;
- Forward information by receiving and distributing communications, collecting and mailing correspondence, copying information, relaying messages and instructions to others;
- Perform filing duties such as but not limited to: maintenance of vendor accounts, mail processing, cashing, electronic and manual filing within established filing systems;
- Enhance AMJTC and AJAC reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments;
- Perform other duties as assigned.

Minimum and Preferred Qualifications:

- Office Experience - general, telephone skills, typing, documentation, informing others through verbal and written communication, and administrative writing skills.

- Fluent in English, speaking and understanding including oral and written communication. Multi-lingual a plus.
- Preferred accounting/bookkeeping experience in a business setting, ideally supporting multiple individuals in a deadline driven-environment with the demonstrated ability to prioritize multiple and sometimes competing deadlines and associated requirements.

How to Apply:

Required application documents: To be considered for this position, the following information must be submitted to employment@ajactraining.org by the application deadline. Reference Accountant Assistant in the subject line.

- Cover Letter
- Resume
- Three Professional References

About AJAC:

Washington State funded the creation of the Aerospace Joint Apprenticeship Committee (AJAC) in 2008 to address the estimated 5,000 vacancies projected in aerospace careers over the next 10 years. AJAC is a statewide, nonprofit 501(c)(3) aerospace and advanced manufacturing registered apprenticeship program. AJAC partners with eight WA state community colleges and over 200 local manufacturing employers to provide apprenticeship training to nearly 400 apprentices across the state. Over the past seven years, AJAC and its advisory committee have developed and implemented the following registered apprenticeship programs based on employer and industry need:

- Machinist (Aircraft-Oriented)
- Precision Metal Fabricator
- Tool and Die Maker
- Industrial Maintenance Technician
- Plastic Process Technician
- Production Technician (Youth)

In addition to apprenticeship, AJAC runs a growing number of 10-week (400 hour) pre-apprenticeship programs targeting individuals who are unemployed, displaced homemakers, or low wage workers looking to transition into the skilled trades. These “Manufacturing Academies” offer participants intensive soft and hard skill development tailored for entry level employment in manufacturing occupations. The program is credit bearing and results in a stackable short term certificate from a host community college. The Manufacturing Academy has grown to deliver 8 programs graduating 120 participants each year between South Seattle (in partnership with South Seattle Community College) and downtown Tacoma (in partnership with Bates Technical College). Programs are co-sponsored by local Workforce Development Councils.

AJAC also manages a portfolio of other short term training, community outreach, and public education services. As a part of our vision and mission, we have articulated a larger commitment to a vital manufacturing workforce that is responsive to labor market demand and our state's economic vitality. Through onsite and online training, outreach events spanning p-20, and through the use of our state of the art Mobile Training Unit we are able to build awareness among thousands of students, educators, employers and policy makers each year.