



# RAINIER DMM

**Position: Intermediate Bookkeeper, Non-Profit & Small Business**

**Wage: \$30/hour, estimated 20 hours/week**

Rainier Daily Money Management (DMM) provides administrative support for individuals, families, and small businesses. The position will be part-time to begin with and as the company continues to grow there is the possibility for the position to grow also.

The Intermediate Bookkeeper position will assist with maintaining the books for non-profit organizations, small businesses and provide administrative assistance to Rainier DMM. This is a hybrid work position with occasional work on site at client locations and at RDMM office required.

The ideal person is technology savvy, has a desire and ability to work with clients of all ages, and has an entrepreneurial spirit.

**Must:**

- Age 21 or older.
- At least 4 years post-secondary education or administrative work experience.
- At least 1 years experience with bookkeeping, preferably Quickbooks (Desktop and/or Online)
- Be interested in helping people and the community. The work that we are doing helps better the lives of individuals and the community.
- Respect all individuals regardless of their race, gender, religion, socio-economic or education.
- Intermediate MS Office Suite primarily Excel, Word, Publisher, Powerpoint, OneNote, and Outlook. With specifics in Excel equations, spreadsheet formatting, filters, sort, and mail merge. Able to create and run Powerpoints, document creation, and calendar management.
- Be able to work with people across all generations Gen Z to Boomer and adapt to their technology knowledge and comfort.
- Eager to learn and grow professionally and personally.
- Have a driver's license, insurance, and reliable transportation.
- Flexibility in schedule
- General understanding of business operations

**Nice to have:**

- General knowledge of Adobe products, primarily Acrobat, Photoshop and Illustrator
- Website content management experience

**Location: Pierce County**

Work is a hybrid of remote and in-person. Most in-person work is in the Tacoma/Puyallup area.

This is currently a contract position. As Rainier DMM grows it will likely become an employment position. As a contract position the new team member will receive a 1099 at the end of the year for their compensation. Compensation does not include: withholding of any taxes, vacation, sick time, retirement, medical benefits, or unemployment. Background check is required.

Every successful client relationship starts with an excellent strategy and an excellent strategy requires an amazing team. To apply please email me your resume along with a cover letter which should include information about your MS Office Suite experience, particularly Excel, your experience working remotely, and your career aspirations.

YOUR PARTNER FOR PERSONAL AND SMALL BUSINESS ADMINISTRATION  
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