

BOOKKEEPING ASSISTANT

Strategic Energy Innovations is a non-profit corporation located in San Rafael seeking a Bookkeeping Assistant who possesses top notch bookkeeping and communication skills and experience, for 20 hours per week. Hours and schedule can be flexible, but we prefer Monday and Thursday 8 hours each day plus another half day on Wednesday or Friday. The successful candidate will assist and work alongside our current bookkeeper. Additional hours may be added at times depending on company needs and your availability.

- **ALL WORK MUST BE DONE ON OUR SITE in north San Rafael (Terra Linda)**
- **MUST LOVE NUMBERS, DATA ENTRY, AND BE EXTREMELY DETAIL ORIENTED**
- **LOCAL CANDIDATES PREFERRED**

We are looking for a person who enjoys challenge and problem solving, takes great care to be accurate, is patient, possesses a naturally analytical mind and tends towards perfectionism.

Responsibilities to include:

- Reconcile credit card accounts with detailed receipt matching ongoing
- Ongoing Expense Report review and reconciliation, process Reimbursements, Receipt Tracking
- Onboarding employees in the system ongoing for our workforce programs
- Perform payroll utilizing Quickbooks payroll
- Accounts Payable and Receivable (i.e. check requests, billing spreadsheets, etc)
- Possess basic understanding of HR law re OT and other items
- Execute various Federal and State payroll and other compliance items ongoing
- Auditing receipts for invoicing
- Must be able to collaborate and integrate data from multiple software platforms
- Other special projects, filing, miscellaneous bookkeeping related tasks as needed
- Assist bookkeeper in preparation of materials and reporting for annual 990 tax returns and Annual Audit
- Ready, willing and able to do any bookkeeping related task or project assigned
- This position requires close interaction with all program and admin staff

Qualifications:

- 2 to 3 years bookkeeping experience
- Bachelors degree preferred and/or equivalent work experience
- Advanced working knowledge of Excel
- Proficient knowledge of Word
- Experience with Filemaker Pro a plus
- Excellent writing and communication skills
- Experience with and understanding of non-profit organization and/or consulting firm accounting preferred
- Tech savvy overall with Quickbooks, Microsoft Suite, Mac, Filemaker Pro, preferred
- Friendly and cooperative work style

Compensation:

- TBD depending on experience

To Apply:

Email **cover letter and resume** to us at Jobs903@sei-inc.org. Please indicate in the email subject line: Bookkeeping Assistant. ***Please indicate in your cover letter why you are a perfect fit for this position, as well as when you are available to start.*** No phone calls please. Strategic Energy Innovations is an equal opportunity employer.