

BOOKKEEPING/ADMINISTRATIVE ASSISTANT

We are a non-profit corporation located in San Rafael seeking a Bookkeeping/Administrative Assistant who possesses top skills and relevant experience, for 40 hours per week. The successful candidate will assist and work with our current bookkeeper and operations team.

- **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, is detail oriented, takes care to be accurate, is patient, possesses a naturally analytical mind and enjoys interacting with all staff.

Responsibilities to include:

- Detailed matching of credit card charges with receipts ongoing
- Ongoing staff Expense Report review and reconciliation
- Checking hiring paperwork and adding new employees to the system ongoing for our workforce programs
- Preparation of deposits and recording of Accounts Receivable
- Reviewing receipts for accuracy in preparation for invoicing
- May be trained to perform payroll utilizing Quickbooks payroll
- May generate checks for Accounts Payable
- Ready willing, and able to assist with various bookkeeping and administrative tasks and projects, including creating spreadsheets, organizing, tracking, filing, data entry, phone calls, etc

Qualifications:

- At least 3 years experience
- Bachelors, AA or some college preferred.
- Working knowledge of Excel
- Proficient knowledge of Word
- Experience with Filemaker Pro a plus
- Experience with non-profit organization bookkeeping and admin is a plus
- Friendly and cooperative work style and excellent communication skills; we are looking for a team player

Compensation: \$25 per hour, plus benefits

To Apply:

Email **cover letter and resume** to us at Jobs903@seiinc.org. Please indicate in the email subject line: Bookkeeper/Admin for Non-Profit. ***Please indicate in your cover letter your availability to start.*** No phone calls please. Strategic Energy Innovations is an equal opportunity employer.