

BOOKKEEPING/ADMINISTRATIVE ASSISTANT

We are a non-profit corporation located in San Rafael seeking an Bookkeeping/Administrative Assistant who possesses top skills and relevant experience, for 20 to 24 hours per week. Hours and schedule can be flexible, but must be consistent. 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. Accounting students may apply.
- 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

Pay rate: \$25 per hour

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.