

FT 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.

- **This is a 40 hr per week position based and working at our site in north San Rafael (Terra Linda)**
- **MUST LOVE NUMBERS, be comfortable with a huge amount of DATA ENTRY, AND BE EXTREMELY DETAIL ORIENTED**
- **LOCAL (Marin/SF/East Bay/Sonoma) CANDIDATES PREFERRED (for easing commute and reducing related carbon footprint)**

We are in search of a person who possesses a naturally analytical mind, enjoys challenge and problem solving, is extremely detail oriented, takes care to be accurate with those details, and would enjoy joining and interacting with our stellar staff.

Responsibilities to include:

- Detailed matching of credit card charges with receipts ongoing
- Ongoing staff Expense Report review and reconciliation
- Processes and verifies onboarding hiring paperwork and adding new employees to systems ongoing for our workforce programs
- Preparation of deposits and recording of Accounts Receivable
- Entering and reviewing minute data 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
- Administrative support to include assignment of tasks to assist our operations team, which can include items related to HR, research, writing and communications, ordering and tracking, assistance with in-house and off-site events, etc

Qualifications:

- At least 3 years work experience
- Bachelors, AA or some college preferred
- General knowledge and comfort with electronic communications and data management
- Working knowledge of Excel and Word, Experience with Quickbooks and Filemaker Pro a big plus
- Experience with non-profit organization bookkeeping and administration is a plus
- Friendly and cooperative work style and excellent communication skills; we are looking for a team player who genuinely loves to work with the details and is dedicated to showing up and getting the job done as part of our team who is likewise

Compensation: \$50K annually, plus benefits

To Apply:

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

SEI is proud to be an equal opportunity employer. We strive to reflect the diverse communities we serve, especially those most impacted by climate change and other kinds of environmental, social, and economic injustices. Persons of color, persons with disabilities, older adults, and members of the LGBTQ community are strongly encouraged to apply.