



**Job Announcement**  
**Business Services Associate**  
Strategic Energy Innovations  
San Rafael, CA

**OVERVIEW**

[SEI](#) is seeking a dedicated individual, enthusiastic about working in the non-profit sector, to join our cutting-edge organization focused on building leaders for a resilient world, and designing innovative solutions to address community climate and sustainability goals through work with area schools, school districts, colleges, universities and community partners. This candidate will bring top skills and relevant experience to work closely with our Operations, Human Resources, and Accounting teams as well as with our broader team of program implementers. This is a full-time position based out of our main office in San Rafael, CA. Typical working hours are 8:30 to 5:00 Monday-Friday, 3 days in-office and 2 days remote, and require flexibility for occasional evening and weekend work.

**IMPACT**

In this position, you will play an important role across our teams, working to support our critical work and contributing to the organization and support of these departments. By applying your creativity and passion for details and organization, you will help SEI to be increasingly effective and impactful.

**COMPENSATION & BENEFITS**

Receive a competitive starting salary for this position of \$28.00 per hour plus company-paid medical, sick time, vacation time, 13 paid holidays per year, in-house dental/vision/chiropractic plan, participation in an available 403(b) Retirement Savings Plan (with matching after one year of employment), and a telecommute benefit of 2 days each week.

**DIVERSITY, EQUITY, & INCLUSION**

We seek candidates that share [SEI's commitment](#) to equity and environmental justice, and a commitment to work and learn within an anti-oppression framework. Persons of color, persons with disabilities, and members of the LGBTQ+ community are strongly encouraged to apply. SEI is proud to be an equal opportunity employer and is committed to promoting diversity, inclusion, and equity. We believe that a wide array of perspectives contributes to creative climate solutions where all communities thrive. We strive to reflect diverse communities, especially those most impacted by climate change and other kinds of environmental, social, and economic injustices.

## POSITION RESPONSIBILITIES & QUALIFICATIONS

- Associates or Bachelor's degree, plus 3 or more years of experience in an operational, accounting, or administrative role
- Solid basic tech knowledge and comfort with electronic communications and data management including G-Mail, G-Drive, and Slack (Wrike and DocuSign are pluses). Working knowledge of Microsoft Excel and Word (experience with Filemaker Pro is a plus)
- Experience with non-profit organization operations and accounting is a plus
- Friendly and cooperative work style, willingness to learn, 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
- Track record of expanding your role, responsibilities and associated outcomes.
- Access to reliable transportation for work related commitments.
- Miscellaneous accounting, operations, human resources duties, such as:
  - Donations tracking
  - Matching gift applications and follow up
  - Checking expenses and receipts entered in our database
  - Reviewing timesheets for completion and accuracy; follow up with staff
  - Matching of credit card charges with receipts ongoing
  - Processing and verifying onboarding hiring paperwork and adding new employees to data systems ongoing for our workforce programs
  - Tracking and requesting updated expiring forms of ID and insurance
  - Entering and reviewing detailed and minute data for accuracy
  - Ready, willing, and able to assist with various tasks and projects, including creating spreadsheets, organizing, tracking, filing, data entry, phone calls, etc. Support to include various items related to HR processes, research, writing and communications, ordering and tracking, assistance with in-house and off-site events, etc
  - Knowledge of Quickbooks is a plus.

## PHYSICAL REQUIREMENTS

SEI requires all employees be vaccinated for COVID with exceptions for health & religious reasons. This position requires applicants to perform the following: Read/comprehend, write, perform calculations, communicate orally, reason and analyze, use fine finger movements, use a computer and mouse, sit, stand, walk, drive a motorized vehicle, carry and/or lift up to 40 pounds, reach above shoulder level, bend, squat, crouch, kneel, push/pull, grasp.

## HOW TO APPLY

**Email a resume and cover letter** describing how your interest, qualifications, and experience are a perfect match for this position, to SEI at [opsjobs@seiinc.org](mailto:opsjobs@seiinc.org). **Include "Ops + Accounting Associate" and the platform you are applying from in the subject line of your email.** Target start date is January 17, 2022 (but could possibly start before). Applications will be considered on a rolling basis. No phone calls please.

**ABOUT SEI**

SEI is a teams-based, non-profit organization based in San Rafael in the Bay Area, CA, with offices in San Diego, Los Angeles, Sacramento, Seattle, Sitka (Alaska), and the greater NY area, dedicated to building leaders to drive sustainability solutions. For over 24 years, SEI has partnered with schools, communities, and businesses to develop a sustainability leadership pathway from elementary school to early career. Our flagship programs educate and empower students, workers and emerging professionals to create thriving, resilient communities.