Job Announcement
Accounting Associate
SEI - San Rafael, CA

OVERVIEW
SEI is seeking an Accounting Associate to support SEI and our sustainability-focused K through Workforce programs. This is a full-time position based out of our main office in San Rafael, CA. Typical working hours are Monday-Friday, include occasional travel and field support, and require flexibility for occasional evening and weekend work. The Accounting Associate reports to and supports the activities of SEI’s Executive Director and Principal Director, and supports the work of the Accounting Department.

IMPACT
The Accounting Associate will be responsible for a wide range of accounting duties while working closely and collaborating with, and supporting the Accounting Team. We are in search of a quick learner 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. This is a fast-paced position that offers a variety of duties and responsibilities and requires deft prioritization skills.

COMPENSATION & BENEFITS
Receive a competitive starting salary for this position of $30 per hour plus company-paid medical, sick time, vacation time, 14 paid holidays per year, in-house dental/vision/chiropractic plan, participation in a 403(b) Retirement Savings Plan (with matching after one year of employment), and a flexible work schedule (telecommuting 2 days/week).

DIVERSITY, EQUITY, & INCLUSION
We seek candidates that share SEI’s commitment to equity and environmental justice, who share 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
- Update and maintain debit & credit accounts in QuickBooks
- Process and verify onboarding hiring paperwork and add new employees to QuickBooks
- Manually track donations from multiple sources, process matching gifts, and communicate with donors
● Review staff expenses and timecards for accuracy and completion, following up and sending reminders as appropriate
● Track and file various important documents (W-9s, ACH Authorizations, approved invoices, etc.)
● Collaborate with accounting team to establish or update written policies and procedures as needed
● Enter and review detailed and minute data for accuracy
● Assist with various federal state, local, and accounting related compliance items
● Assist with various additional accounting tasks and projects, including creating spreadsheets, organizing, tracking, filing, data entry, phone calls, etc.

BASIC QUALIFICATIONS
● Minimum of 2 years of work experience in accounting or related field
● Access to reliable transportation for work-related commitments
● Genuine commitment to anti-racism and willingness to work in racial equity frameworks and experience in addressing racism and racial equity with team members and programmatically.
● Experience working with QuickBooks or closely related accounting software
● Excellent working knowledge of Microsoft Excel/Google Sheets
● Proven ability to handle multiple tasks and projects simultaneously
● Solid basic tech knowledge and comfort with electronic communications and data management including G-Mail, G-Drive, and Slack (Wrike knowledge is a plus)
● Friendly and cooperative work style, willingness to learn, and excellent written and verbal communication skills. We are looking for a team player who is eager to jump in and help where needed, who genuinely loves to work with the details, and is dedicated to showing up and getting the job done as part of our team

PREFERRED QUALIFICATIONS
● Bachelor’s or Associate’s degree in accounting or related field
● Experience with non-profit organization accounting

PHYSICAL REQUIREMENTS
SEI requires all employees be vaccinated for COVID with exceptions for health & religious reasons. This position requires applicants to perform the following tasks: 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
Visit our Careers Page and fill out the application form, selecting the role you are applying for and uploading both a resume and cover letter describing how your interest, qualifications, and experience are a perfect match for this position. Target start date is as soon as possible. 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 New York 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.