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POSITION DESCRIPTION

ABOUT	Community Energy Project (CEP) is a nonprofit organization dedicated to empowering frontline communities through home repairs and efficiency upgrades, educational workshops, community solar and advocacy efforts. We focus on improving the health, comfort, and resilience of low-income households through sustainable home energy solutions.
MISSION	Community Energy Project partners with low-income communities on the frontlines of climate change to create more resilient, efficient, and health homes. We transform homes, share skills and community wisdom, and advocate for energy justice.
TITLE	Staff Accountant
COMPENSATION	\$59,800 to \$69,000 annually, (full-time, exempt), paid sick and vacation; fully paid medical, dental, and vision insurance; and other benefits listed below.
REPORTS TO	Director of Finance and Administration
TO APPLY	Email cover letter and resume to Donovan James, Director of Finance and Administration donovan@communityenergyproject.org .

APPLICATION DEADLINE **Monday Nov 11, 2024**

POSITION SUMMARY

The Staff Accountant will assist in managing our day-to-day accounting and finance requirements. They will be responsible for completing payroll twice a month, reviewing time sheets, and translating payroll service reports into QuickBooks. The Staff Accountant will also be responsible for meeting deadlines for payroll, insurance renewals, 1099's, W-2's, etc. In addition, they will assist with the inventory, personnel, and supplies purchasing. They will also be responsible for invoicing for our grants and contracts each month - pulling together each invoice with the required support, submitting it to our grantors, and ensuring that each budget is spent out at the end of the contract period.

They will assist with other accounting duties as needed each month, and therefore an understanding of GAAP is required. This position will prepare financial reports and complete financial analysis as needed. They will support the finance department in improving processes and creating SOP's. This position will also help establish and maintain a grant/contract and accounting calendar.

We're looking for someone who is willing to learn our accounting process, open to collaboration, willing to accept criticism, and wants to contribute ideas to improve our department.

Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as the ability to communicate clearly. This position requires a skilled multi-tasker, who is reliable and is committed to consistently meeting deadlines.

ESSENTIAL RESPONSIBILITIES

1. Manage and process payroll twice a month. Complete associated duties, including timesheet management, posting payroll reports to QB, and ensuring employees sick and vacation time is being accurately tracked within the payroll service.
2. Manage payments to subcontractors and vendors - prepare checks weekly, acquire signatures, mail out the checks.
3. Reconcile QB contribution amounts to the donor database with assistance from the fundraising department.
4. Prepares inventory count sheets and assists with inventory count at mid-year and year-end.
5. Complete customer billings by the tenth of the month
6. Create and submit invoices for grants and contracts monthly. Track spending of these grants to ensure budget spend-out. Ensure correct allocation of expenses by program.
7. Assist with Portland Clean Energy Fund advance reconciliations as needed, including providing support, ensuring expenses are allocated correctly.
8. Create tracking system for all grants, contracts, and funding sources.
9. Work closely with the Director of Finance on the yearly audit and budget.
10. Assist with monthly close and financial statements as needed.
11. Other duties as assigned. Post Journal Entries to QB as needed.
12. Admin Duties - meet with each new employee to explain benefit options and time keeping; answer questions. Organize supply purchasing - general office and specific program disposables (not program materials used in direct service).

QUALIFICATIONS, REQUIREMENTS, and DESIRED ABILITIES

1. Bachelor's Degree in Accounting or sufficient work experience with accounting and a grasp of GAAP. 2 + years of work experience in accounting is preferred but not required.
2. Experience working with Microsoft Excel, Word, QuickBooks is preferred, and/or the ability to learn new software applications quickly.
3. Willingness to learn and develop new internal reporting systems.
4. Excellent interpersonal skills with diverse individuals and groups of people.
5. Dedication to working collaboratively and a cooperative, flexible attitude. Highly organized and dependable.
6. Strong interest and passion for the mission of CEP. Lived experience preferred.
7. Experience in managing data, data entry, reporting, is preferred.
8. Grant accounting experience is a plus.

9. Excellent organizational skills and accuracy are important qualifications for this position, as well as the ability to communicate clearly. This position requires a skilled multi-tasker, who is reliable and is committed to consistently meeting deadlines.
10. We strongly encourage people from underrepresented groups to apply.

Statement of Inclusion

Community Energy Project is an Equal Opportunity Employer. Community Energy Project values and operates by a policy of inclusion, providing equal opportunity to all persons regardless of their protected status, including race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, gender identity, disability, and/or any other class determined by law.

Benefits

CEP is proud to offer a robust benefits package that includes paying 100% of the monthly premium for employee-only health care coverage. CEP also matches up to 3% of the employee's contribution to their 403 (b). We offer 10 days of vacation time off per year, 12 days of sick time per year, 11 days of paid time off for nationally recognized holidays, as well as paid days between Christmas and New Years Eve. Eight weeks paid sabbatical at six years.

Please send your resume and a cover letter that explains your interest in the position and how your experience is applicable to this position to Donovan James, Director of Finance and Administration, at donovan@communityenergyproject.org. **Applications are due by Monday, Nov 11, 2024.**

Interviews will be scheduled for the week of Nov 12th or 18th. The ideal start date for this position is Dec 4th.