



**Position Title:** Accounting Assistant (Negotiable up to 32 hours per week, Non-Exempt)

**Organization Overview:**

EcoAdapt, a non-profit organization headquartered on Bainbridge Island, WA founded by a team of some of the earliest climate change adaptation thinkers and practitioners in the field, has one goal - creating a robust future in the face of climate change. We bring together diverse players to reshape planning and management in response to rapid climate change. Our team is distributed throughout the United States and provides support, training, and assistance to help all aspects of society (government agencies, organizations, and communities) determine how to do what they do effectively even with the challenges of climate change. Please explore what we do at [EcoAdapt.org](http://EcoAdapt.org).

**Position Overview:**

EcoAdapt seeks an individual with QuickBooks accounting system and business administration experience for a part-time, non-exempt position of Accounting Assistant located on Bainbridge Island, WA. The Accounting Assistant will join a creative and dynamic team, working closely with the Controller to help assure the smooth function of organization accounting, grant reporting, human resources, and operations. Applicants should be comfortable working in a fast-paced, team oriented environment, while demonstrating flexibility, extreme attention to detail and a commitment to supporting EcoAdapt's mission and goals.

**Location:**

Bainbridge Island, WA

**Responsibilities:**

- Process and maintain accounts receivable and payable
- Reconcile monthly bank statements
- Assist in grant tracking and reporting
- Prepare invoices, financial reports and other documents
- Assist with preparing and processing semi-monthly payroll
- Assist in a variety of human resources tasks including benefits processing, federal and state employer compliance, maintaining employee files
- Work with operations team in supporting the Board of Directors
- General business administration and office support duties as needed

**Successful candidates should meet the following criteria:**

- Thrive in a team environment, works well with others and independently as needed
- Strong interpersonal skills resulting in exceptional rapport with people and the ability interact courteously, professionally and tactfully
- Well-developed skills in prioritizing, organization and time management
- Extreme attention to detail and comfortable asking questions
- Excellent analytical and problem-solving skills
- Be able to laugh when the pressure is on and shout with joy when success is achieved

**Qualifications:**

- Bachelor's degree or Associate's degree in accounting, business administration or related field with two years of related work experience, or equivalent combination of education and experience, non-profit experience preferred
- Minimum one year applied QuickBooks experience
- Proficient in Microsoft Office software, and cloud computing services; familiarity with Google Apps/GSuite preferred
- A background check will be required before employment.**

**Compensation:**

Hourly compensation is competitive and commensurate with experience. EcoAdapt offers a generous benefits package, as well as paid time off and sick leave.

**To Apply:**

Interested candidates should send a complete application assembled in one email to [careers@ecoadapt.org](mailto:careers@ecoadapt.org). Please indicate "Accounting Assistant- EcoAdapt" in the subject line of all email correspondence. A complete application includes: cover letter,

curriculum vitae/resume, [voluntary EEO self-identification form](#), and [employment application form](#) (save forms to your desktop, open with Adobe Acrobat Reader, complete forms, and save changes before attaching to your email). Completed applications are **due by end of the day, January 31, 2018. No phone calls or faxes please.**

Your cover letter should include the following:

- 1) Highlights of your qualifications that meet the position's specific needs
- 2) A brief explanation of why this is the ideal job for you
- 3) Your salary requirement and justification

*EcoAdapt is committed to creating a dynamic, multi-cultural, diverse working environment and does not discriminate on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, gender identity or expression, marital status, pregnancy, citizenship or any other factor protected by anti-discrimination laws. EcoAdapt is an equal opportunity employer.*