



THE SUSTAINABILITY INSTITUTE

OFFICE MANAGER & BOOKKEEPER **Charleston, South Carolina, USA**

We are a nonprofit organization with a relentless passion for empowering vulnerable individuals and families, a belief that housing should be affordable, safe, healthy, and responsible for all, and a vision for Lowcountry communities that are sustainable and resilient for generations to come.

Established in 1999, The Sustainability Institute (SI) strives to be a trusted partner to neighborhoods undergoing change, a place where at-risk and disadvantaged people find a voice through service-learning and a supportive environment, and a facilitator and implementer of innovative community projects that teach, demonstrate, and inspire. Our diverse portfolio of work includes sustainability consulting and planning for municipalities, a broad range of green jobs/ workforce training programs focused on building and home performance, a city-wide energy efficiency program, a weatherization service, and an AmeriCorps program in its 12th year that is hard at work building the next generation of conservation leaders in our community.

2022 brings a new dimension to SI's work with our AmeriCorps program now focusing on critically important habitat restoration and "green infrastructure" projects to combat and mitigate climate change impacts in our national forests, national wildlife refuges, regional parks, and even urban neighborhoods.

The Sustainability Institute is currently seeking an experienced, nonprofit professional to join our dynamic and growing team in a part-time Office Manager and Bookkeeper role. While this position will initially begin as a part-time, 25- hour per week role, the opportunity will exist for the position to grow into a full-time role. The schedule for daily hours and routine work days is flexible.

The ideal candidate will be detailed oriented, highly organized, and proficient in QuickBooks. The Office Manager and Bookkeeper will work closely with the Executive Director and Conservation Program Director to support critical office management functions, and the Director of Finance to support bookkeeping and accounting functions.

We are looking for a skilled Bookkeeper to maintain our financial records, including purchases, sales, receipts and payments. Ultimately, the bookkeeping responsibilities are to accurately record all day-to-day financial transactions of our company.

Core Duties & Responsibilities:

- Bookkeeping / payroll support:
 - Record day to day financial transactions and bring the books to the trial balance stage.
 - Process accounts receivable/payable in a timely manner.
 - Submit payroll changes to payroll provider biweekly for processing.
 - Send new employee hire forms to payroll provider.
 - Monitor program and organizational budgets.
 - Produce financial statements and reports when needed.
 - Maintain tracking of inventory of program assets and equipment.



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- Track and support grant reporting.
- General office support:
 - Maintain and purchase office supplies.
 - Maintain historical records by filing documents.
 - Assist with human resources duties (such as hire documents, compliance, insurance and workers' compensation filings).
 - Monitor general organizational email address.
 - Maintain/manage insurance policies.
 - Maintain office phones and internet.
- Program support:
 - Support employee timekeeping and tracking of service hours for our AmeriCorps members.
 - Support enrollment and exiting of AmeriCorps members in eGrants database.
 - Support documentation of criminal history checks.
 - Maintain AmeriCorps member files.

Desired Qualifications & Experience:

- BS degree in Finance, Accounting or Business Administration.
- Nonprofit experience.
- Customer service orientation and negotiation skills.
- High degree of accuracy and attention to detail.
- Experience with CRM and/ or donor tracking software.
- Out-of-the-box thinker with high degree of adaptability and a propensity for creative problem-solving.

Must-Haves:

- 21 years or older.
- Pass 3-part criminal background check.
- Proven bookkeeping experience with understanding of nonprofit budgeting and accounting.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Hands-on experience with spreadsheets and proprietary software.
- Proficiency working with QuickBooks and MS Office Suite, including Word, Excel and PowerPoint.
- Demonstrated ability to lead by example, including embracing a sustainability-oriented lifestyle.

Other Need-to-Knows:

The Sustainability Institute is committed to providing equal employment opportunity to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.

To Apply:

Please submit a cover letter, resume, and three references in a single PDF file to Bryan Cordell (he/ him), Executive Director: Director@sustainabilityinstitutesc.org. This position is open until filled.