



THE SUSTAINABILITY INSTITUTE

BOOKKEEPER & OFFICE MANAGER **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 is a Charleston, SC, nonprofit that works in three primary areas:

(1) Home Repair and Efficiency: home performance audits and upgrades, weatherization, critical home repair, and energy conservation workshops for households that are energy insecure; (2) Green Building Consulting and Certification: Advise commercial high-performance development projects to adopt rigorous green building and sustainability standards through our RISES green building certification program; and (3) Environmental Restoration: saltmarsh restoration, water quality testing and monitoring, rain garden design and construction, trail building, and more through our AmeriCorps Conservation Corps job training and career placement program.

The Sustainability Institute is currently seeking an experienced bookkeeper to join our dynamic and growing team in a part-time role. This position will be a 16-20 hour per week role. The schedule for daily hours and routine work days is flexible.

We are looking for a skilled Bookkeeper & Office Manager 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.

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

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.
 - Package and submit reimbursement requests to funders.
 - Produce financial statements and reports when needed.
 - Maintain tracking of inventory of program assets and equipment.
 - Track and support grant reporting.



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- 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.

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.
- Fully vaccinated per SI's COVID-19 policy.
- 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 and Excel.
- Passion for our mission.
- Demonstrated ability to lead by example, including embracing a sustainability-oriented lifestyle.

Compensation:

- \$25 per hour

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.