



## THE SUSTAINABILITY INSTITUTE

### **FINANCE & OPERATIONS MANAGER** **Charleston, South Carolina, USA**

Established in 1999, The Sustainability Institute (“SI”) is a Charleston, SC, nonprofit that works in three primary areas:

- (1) Conservation Service: Coastal habitat restoration through our Environmental Conservation Corp service-learning and workforce training (AmeriCorps) program;
- (2) Green Building Consulting and Certification: Advisory services and a certification program (Charleston RISES) that guide commercial and multi-family development projects to achieve rigorous green building and sustainability standards;
- (3) Home Energy Efficiency and Repair: Home performance audits and upgrades, weatherization, critical home repair, and energy conservation workshops for households that are energy insecure.

Our mission is to advance resilient, sustainable and equitable communities while building the next generation of conservation leaders.

#### **The Role:**

The Sustainability Institute is currently seeking an experienced Finance & Operations Manager to join our dynamic and growing team. This position will be a full-time, 40-hour per week role and will report to the Director of Finance.

The Finance & Operations Manager will play a significant support role in managing the finances of our organization, including maintaining our financial records, tracking inventory, and recording all day-to-day financial transactions for our company. This position will also play a significant role in supporting the operations functions of our company, including supporting program compliance, providing customer service support, recording and managing customer and job data in Salesforce, as well as other tasks to support program objectives and to ensure smooth functioning of our office and day-to-day activities.

#### **Core Duties & Responsibilities:**

##### **Bookkeeping / payroll support:**

- Record day-to-day financial transactions (purchases, sales receipts, payments, etc.) and bring the books to the trial balance stage.
- Process accounts receivables/payables in a timely manner.
- Submit payroll changes to payroll provider biweekly for processing.
- Send new employee hire forms to payroll provider.
- Monitor program and project 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.

##### **Operations Management:**

- Identify and implement process improvements.



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- Support the development of clear policies and procedures to help maintain consistency, transparency, and accountability throughout the organization.
- Provide customer service and support, including scheduling jobs and appointments, answering customer inquiries, providing customer follow up, and conducting other customer support functions.
- Record and manage job data in Salesforce and run and analyze reports as necessary.
- 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.
- Maintain and purchase office supplies.

### **Desired Qualifications & Experience:**

- BS degree in Finance, Accounting or Business Administration.
- Experience working for a nonprofit.
- 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 and Excel.
- Passion for our mission.
- Demonstrated ability to lead by example, including embracing a sustainability-oriented lifestyle.

### **Compensation:**

- \$58,000 - \$63,000 commensurate with experience and qualifications.

### **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, sex, 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, Executive Director: [Director@sustainabilityinstitutesc.org](mailto:Director@sustainabilityinstitutesc.org). This position is open until filled.