



Bookkeeper

Organizational Overview

Southface is a nonprofit environmental organization promoting sustainable homes, workplaces and communities through education, research, advocacy and technical assistance. We envision a regenerative economy, responsible resource use, equity and a healthy built environment for all.

Position Overview

The Bookkeeper is responsible for performing accounting, financial and administrative functions. This position is a part-time non-exempt position, reports to the Director of Human Resources and Operations and works closely with the Controller. Responsibilities include, but are not limited to:

- Financial reporting
- Accounts payable and receivable processing
- Preparing general ledger entries
- Supporting audit preparation projects
- Assisting with online payroll and benefits program
- Other duties as assigned

Qualifications

The successful applicant for the position will meet the following requirements:

- 3 + years accounting or finance experience; BA or BS in Accounting or Finance a plus
- Proficiency with Quickbooks software
- Fluency with Microsoft Office Programs, especially Excel
- Detail-oriented
- Trustworthy and confidential
- Ability to prioritize, organize, problem solve and meet deadlines and goals
- Excellent oral and written communication skills
- Exceptional task management and organizational skills
- Collaborative and positive team-building demeanor

Physical Requirements

Normal office setting with some light lifting and carrying.

Hours of Work

15 to 20 hours per week, Monday through Friday, with flexible scheduling options between 8:30 and 5:30.

Salary and Application Process

Respond with a cover letter and resume to careers@southface.org with "Bookkeeper" in the subject line. **Please, no telephone inquiries.** Pre-employment background checks are conducted on final candidates. Southface is an Equal Opportunity Employer.