



Bookkeeper **JOB ANNOUNCEMENT**

POSITION SUMMARY:

Climate Solutions seeks an ethical, detail-oriented Bookkeeper to provide accounts receivable and payroll processing services for the organization. The ideal candidate is passionate about bookkeeping, inspiring, collaborative, has strong interpersonal skills, has the ability to create efficient personal management systems, has an analysis of racial equity and has engaged in racial equity work, and supports the mission, vision, and values of Climate Solutions. The position works closely with the Operations Director, Finance Manager, and Development Team, and will interact closely with all staff on payroll and organization-wide conversations and initiatives.

The months of June-September, 2021, will include tasks for the Development Department while a staff person is on leave.

As a Northwest-based nonprofit, Climate Solutions' mission is to accelerate clean energy solutions to the climate crisis. Since 1998, Climate Solutions has the vision of a thriving, equitable Northwest, powered by clean energy, inspiring the transition to sustainable prosperity across the country and beyond. Climate Solutions advances local, regional, and state action on climate and clean energy through championing transformational policies and market-based innovations; catalyzing powerful partnerships and a diverse movement for action and accountability; and communicating a bold vision for solutions at the scale required by climate science. For more information about Climate Solutions, visit www.climatesolutions.org.

This is a full-time, non-exempt position located in Seattle and supervised by the Director of Operations. Our office is mostly closed due to COVID restrictions, so the ability to work remotely will be necessary during this time with occasional trips to the Seattle office.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Perform general bookkeeping tasks, particularly accounts receivable, donations, processing credit cards, deposits, and data entry into QuickBooks.
- Process and enter payroll for the organization, including 401K system entry.
- Organize and maintain agency's accounts receivable and payroll records.
- Work closely with development team on donations and other program managers on invoicing and other forms of income.
- Reconcile donations with the development team.
- Back up Finance Manager in accounts payable
- Track and document agency contracts

- Track staff lobbying reporting and submit lobbying reports to appropriate federal, state, and local agencies.
- Maintain books in an ethical, legal and transparent manner, according to general accounting practices.
- Provide excellent customer service to both colleagues and external customers.
- Maintain confidentiality of donor records and other information.
- Manage the operations of the Seattle office in collaboration with the Operations Director including office maintenance, professional appearance, and supply ordering as time allows.
- Participate in Climate Solutions staff meetings, trainings, racial equity conversations, and team meetings. Lead or coordinate meetings when appropriate.
- Incorporate [Climate Solutions' Equity, Diversity and Inclusion commitments](#), [Commitment to Leading our Work with a Racial Equity Lens](#), and [Climate Solutions' values](#) into all aspects of the job.
- Meet staff reporting deadlines for program, development, and administrative tasks.
- Additional duties may be assigned within the course of the work.

Additional Responsibilities for June through September 2021

- Lead gift processing, tax letter, matching gift confirmations, and thank you notes for Development Department.
- Provide data entry in Salesforce.

QUALIFICATIONS:

Skills and Knowledge:

Knowledge of:

- Basic principles and practices of accounting for a nonprofit agency.
- Basic principles and practices of payroll.
- Basic records keeping systems.
- Quickbooks software application, including data entry.
- Strong writing, editing, presentation, verbal and analytical skills.
- Salesforce data entry.
- Ability to set priorities and manage multiple short-term and long-term projects simultaneously.

Ability to:

- Provide excellent customer service to both internal colleagues and external customers.
- Maintain high levels of patience and persistence with a variety of personalities.
- Perform basic bookkeeping and payroll operations.
- Enter data into a third-party payroll system.
- Maintain records keeping systems.
- Maintain confidentiality of business records and other information.
- Able to track and complete multiple projects while maintaining accuracy and meeting deadlines.
- Work with a high level of detail.
- Work effectively both independently, with minimum supervision, and with a team in a fast-paced, dynamic environment

- Be collaborative in your approach to your work and in your relationships with your colleagues.
- Operate desktop computer and Microsoft Windows and Office Software, including Word, Excel, Outlook, PowerPoint, and specialized software applications in a network environment

Experience:

- 1 year of experience in bookkeeping or accounting.
- 1 year of experience in payroll with a third-party software.
- Experience with Salesforce preferred.

REMUNERATION

This is a non-exempt position with an hourly rate starting at \$27.00 with the potential for a higher salary based on previous experience. We also offer generous benefits, including medical, dental, six weeks of paid leave (accrued annually), flexible holidays, and retirement.

TO APPLY

- Email a résumé in PDF format to employment@climatesolutions.org. There is no need to include a cover letter, and one will not be considered as part of your application.
- Please put BOOKKEEPER and YOUR NAME as the subject line of the email and label the resume with your first and last name.
- In the body of the email, please let us know how you found out about the position.
- This position is open until filled.

Climate Solutions recognizes that institutional racism, including systems and behaviors that maintain white power and privilege, exists within our organization, the broader climate and environmental movement, and throughout society. We also recognize that the impacts of the climate crisis, pollution from fossil fuels, and the costs of proposed solutions fall disproportionately on communities of color, low income, Tribal Nations, and frontline communities, both in our region and across the world. This is a barrier to a more equitable future and our ability to achieve our mission.

Climate Solutions has chosen to lead our work with a racial equity lens as a strategy to address all forms of oppression. Climate Solutions is committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.