

JOB ANNOUNCEMENT: Accounting clerk

Office Location: 100% telework based in Oregon or New Mexico

Status: Part time (10-15 hrs per week)

Compensation: \$17-20/hr depending on experience

Closing date: January 22, 2021. Preference will be given to applicants who can start February 22, 2021 or earlier.

Click [here](#) to apply.

About Us:

The [Institute for Applied Ecology](#) (IAE) is a dynamic nonprofit organization founded in 1999 whose mission is to conserve native species and habitats through restoration, research and education. We fill a unique niche among nonprofits and work with a diverse group of partners including federal, state and county agencies and municipalities to accomplish our mission. We maintain an open and convivial office environment with approximately 24 regular staff in our main office in Corvallis, OR and field office in Santa Fe, NM. We are committed to diversity and equity in our workplace and the communities we serve. Please see our [mission and diversity statements](#).

Position Summary: We seek one part time employee to fill the role of Accounting Clerk for our organization. Responsibilities include bookkeeping (employee expense recording, recording credit card transactions, entering vehicle mileage), vendor management (new vendor setup and vendor list maintenance, vendor invoice compliance review), and other duties. The Accounting Clerk reports to the Chief Financial Officer and provides support to the administrative and program staff. The position does not have supervision responsibilities. This position will telework (100%) but the individual must reside in Oregon or New Mexico and is expected to provide their own computer, internet connectivity, and home work space. Access to Quickbooks will be provided. This position can accommodate a flexible work schedule but at least 3 hours per week must overlap with other staff during regular work hours.

Job Segments and Responsibilities

A) Bookkeeping (65%)

- Employee expense reporting, including collection, verification and entry of expenses into Quickbooks (estimated time: 16 hr/mo)
- Credit Card transaction recording, including entering all credit card, Stripe and Paypal charges into Quickbooks (4-8 hr/mo)
- Entering vehicle mileage from logs into Quickbooks by job (4 hr/mo)

B) Vendor management (35%)

- Check all incoming invoices to ensure that they are compliant and don't exceed current subcontract limits. Ensure we have up to date subcontracts (8-10 hr/mo)
- Set up new contractors/vendors in our system (2 hr/mo)
- Set up direct deposit for subcontractors if applicable
- Request W9s from subcontractors and ensure that all subcontractors are compliant (1 hr/mo)
- Vendor list maintenance annually midyear (4 hr/yr)

Qualifications

- 1-2 years of experience with bookkeeping using QuickBooks accounting software or related Associates Degree.
- Fluency with technology (e.g., Microsoft Office and Google suite).
- Ability to work cheerfully and respond promptly to a diverse staff in Oregon and New Mexico, while being respectful of their confidential information. Must have the ability to work well independently and as part of a team of administrative staff and with other program staff.
- Good verbal and written communication skills while on the job and while representing the interests of IAE.
- Ability to be organized and detailed oriented, and plan and organize work to meet deadlines.
- Ability to pass pre-employment background check.

How to Apply

To apply for this position, go to the job application website:

<https://forms.gle/A3CFB7KcboUPRKCe9>

You will need the following information to apply online:

- Your experience and qualification with general bookkeeping, accounting software, nonprofit accounting, and any other skills you would like us to know about.
- When you would be available to start work
- Contact information (phone and email) for three professional references (including past employers/supervisors)
- Resume (to email)

Letters of recommendation, work samples, and/or college transcripts may be requested for top applicants.

IAE supports diversity, equity, and inclusion and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every

aspect of the employment relationship.

IAE apoya la diversidad y la equidad, y fomentamos las aplicaciones de todos. Reconocemos que la fortaleza del IAE está en nuestra gente, y creemos que cada empleado tiene el derecho de trabajar en entornos que están libres de todas las formas de discriminación y acoso. IAE no discrimina ni discriminará en las prácticas de empleo y personal, y nuestro compromiso con la igualdad de oportunidades de empleo se aplica a todos los aspectos de la relación laboral.

If you have any questions, please contact:

Tom Kaye, Executive Director: tom@appliedeco.org