



Position Available – Bookkeeper & Office Manager

Overview: EcoWorks is a Detroit non-profit with a 38-year track record of providing services at the intersection of community development and sustainability. We seek a full-time bookkeeper and office manager to adeptly manage our books and to oversee a range of office functions, including building maintenance, maintaining personnel files and HR enrollments, and coordinating non-profit compliance and insurance.

About EcoWorks: Since 1981, EcoWorks has designed and launched numerous initiatives and generated more than \$30 million in lifetime energy savings for residents, schools, businesses, and municipalities in the region. EcoWorks is a co-founder of initiatives including from the SE MI Regional Energy Office, Reclaim Detroit, Youth Energy Squad, the first water conservation program in the region, and Eco-D, a program that enables all neighborhoods to embrace green development. <http://www.ecoworksdetroit.org/>

Desired Qualifications:

- Formal training or degree in accounting or 5+ years experience in a similar role
- Proficient in QuickBooks and knowledge of accounting fundamentals
- Excellent time management skills and ability to juggle multiple projects
- Strong organizational skills, attention to detail, and follow-through
- Comfort and proficiency working with MS Office, Google Suite, and other software
- Team player and willing to play flexible roles to support organizational needs
- Ability to create new processes and systems to improve accuracy and efficiency
- Commitment to our mission, core values, organizational culture, and social justice
- Experience with non-profit organizations preferred
- Experience with human resources management beneficial
- Experience with facilities management beneficial

Responsibilities:

- Bookkeeping Responsibilities:
 - o Accurately allocate and record transactions in QuickBooks
 - o Process deposits and expense requisitions for multiple accounts
 - o Process bi-weekly payroll for a staff of 27 employees
 - o Generate invoices and oversee the management of vendor accounts
 - o Complete monthly bank reconciliations
 - o Track accounts payable and receivable
 - o Track and report on restricted grant funds
 - o Contribute to grant reporting
 - o Maintain a schedule of recurring payments and filings
 - o Collect and prepare documentation to support monthly reconciliation of bank balances, credit cards, and cash

- o Provide documentation to support audits
- o Produce monthly financial reports including balance sheet (statement of financial position), profit and loss (statement of activity) by program, accounts payable, accounts receivable, and budget to actuals
- Office Management Responsibilities:
 - o Accurately and securely maintain organizational and personnel files
 - o Manage employee enrollment in fringe benefits, including health care, life and disability, and 403(b) plan
 - o Monitor personal time off balances
 - o Oversee maintenance, utilities, building access, and security
 - o Oversee inventory and organizational property
 - o Manage procurement process and office supplies
 - o Manage insurance policies and resolve claims
 - o Ensure compliance with all non-profit regulations and requirements

Compensation: This is a full-time position with a salary range from \$42,000 - \$45,000, depending on experience and credentials. We will consider highly qualified candidates for a director-level position with higher compensation.

Benefits: EcoWorks offers an enriching, mission-driven work environment. As an employee, you can expect:

- An eclectic, diverse, driven staff who strive to change the world
- A commitment to your personal and professional growth
- A competitive salary with opportunity for growth
- Generous fringe benefits, including health care and time off
- A flexible and supportive work environment

How to Apply: We seek and welcome a diverse pool of applicants (see our Equal Opportunity Employment Policy below). Please send a resume, cover letter indicating your specific interest in this position and your financial management expertise, and 2-3 references to Justin Schott, Executive Director at: hiring@ecoworksdetroit.org. The position is open until filled and priority consideration will be given to applications received by January 31st.

Equal Opportunity Employment Policy: EcoWorks has a long-standing record of nondiscrimination because of race, color, religion, age, national origin, sex, sexual orientation, gender identity, disability, genetic information, ancestry, marital status, pregnancy or childbirth (or related conditions), height, weight, union affiliation, veteran status or any other status prohibited by law. All EcoWorks policies, practices and procedures relating to training, development, and promotion are administered equally and in accordance with all applicable laws. All employees, interns, and volunteers are responsible for complying with these policies, procedures, and laws. It is also EcoWorks' policy to give full and fair consideration to applications from disabled persons and to provide appropriate training, development and promotion prospects to persons with disabilities. EcoWorks will regularly monitor these procedures to ensure continued compliance with the Equal Employment Opportunity guidelines.

