



# Accounting Associate

## Earth Island Institute description

Earth Island Institute is a nonprofit environmental organization that has been at the forefront of efforts to protect the planet and its inhabitants for more than forty years. Earth Island supports grassroots activists through a powerful network of about 80 projects working in the United States and around the world. Earth Island's projects safeguard forests, oceans, and wildlife; support youth, women's environmental leadership, and historically excluded communities; respond to climate change; and advance environmental justice, sustainability, and resilience. Earth Island further inspires action through the New Leaders Initiative and its annual Brower Youth Awards, which provides youth leaders recognition and mentoring; *Earth Island Journal*, which provides unparalleled coverage of global environmental news and perspectives; and Earth Island Advocates, which uses the law to strengthen environmental protections. For more information, please visit [earthisland.org](http://earthisland.org).

## Position overview

This is a new position, and specific duties will be determined over time, but the successful candidate will have the background and ability to take on any aspect of our accounting functions. Examples include processing a variety of accounting transactions such as deposits, invoices, payments and expenses in accordance with department procedures, maintaining accounting files, verifying accounting data, and entering accounting data into Sage Intacct.

This position is part of a five-person Finance team, and reports to the Director of Finance.

## Core responsibilities

- Familiarity with all the accounts payable and accounts receivable workflows of the Finance department to enhance department resiliency
- Administer corporate credit cards and reimbursements using BILL
- Review A/P bills from our project network and upload them to the A/P workflow
- Provide accounting-related support to Earth Island staff
- Assist with orientation and training of new Project Directors
- Support the Director of Finance in the production of the annual indirect cost rate application

- Provide audit support to the Director of Finance
- Assist the Director of Finance as needed on special projects
- Other duties as assigned

## **Qualifications**

- Minimum 3 years accounting experience in a nonprofit organization
- Familiarity with nonprofit accounting principles
- BA or AA in accounting
- Ability to consistently meet deadlines
- Excellent organizational skills
- Desire and ability to help non-finance staff navigate our systems and policies
- Patience and a cheerful demeanor
- Experience with Sage Intacct is helpful, but not required

## **Compensation, hours, and location**

This is a full-time, non-exempt position with a starting salary range of \$66,125 - \$75,000. Earth Island (Network Services) has adopted a compensation philosophy and set of practices to promote equity, remove bias — whether implicit or explicit — in the salary adjustment process, and to promote transparency around salaries. Each position has a grade and has a corresponding range of pay based on our peer market pay practices and an employee's tenure in a job. Full benefits include medical, dental, vision, and life insurance, 13 paid holidays per year, a week-long winter break, paid vacation, and sick leave. The position is based in Earth Island's Berkeley, California office. This position will start as full time in-office, and after three months on the job at least three days per week in the Berkeley office.

## **Application**

Please send your resume along with a cover letter expressing your interest in Earth Island and how your qualifications align with the responsibilities of this position to [jobs@earthisland.org](mailto:jobs@earthisland.org) with "Accounting Associate" in the subject line.

## **Application initial review timeline**

Applications sent in by December 31st will be considered for priority review. The position will be open until filled.

## **Covid-19 Considerations**

EII is committed to protecting the health of our employees. To this end, EII employees are required to be vaccinated or provide documentation of medical or religious exemption. We will continue to evaluate these policies and practices informed by public health guidance and employee needs.

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Earth Island Institute provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Earth Island Institute is committed to our role in addressing barriers to engagement as we work collectively toward a future of environmental wellbeing for all. We value diversity and inclusion and we look forward to reviewing applications from all who are qualified to apply.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.