



Job Title: Accounting Associate
FLSA Status: non exempt
Position Type: Regular full time
Department: Finance
Job Level: Associate (2)
Pay Range: \$71,400 - \$77,700
Reports To: Accounting Manager, payables

About Earth Island Institute:

Earth Island Institute (EII) is a leading nonprofit environmental organization that has been at the forefront of efforts to protect the environment and its inhabitants for over forty years. EII supports grassroots activists through a powerful network of approximately 80 sponsored projects working in the United States and around the world. EII's projects safeguard forests, oceans, and wildlife; support youth and women's environmental leadership and underserved communities; combat climate change; and promote environmental justice, sustainability, and resilience. EII further advances, informs, and inspires action through the New Leaders Initiative and its annual Brower Youth Awards, which provides youth leadership recognition and mentoring; Earth Island Journal, which provides unparalleled coverage of global environmental news and perspectives, both in a quarterly print issue and in daily stories online; and Earth Island Advocates, which uses the law to fight for the planet and its inhabitants. For more information, please visit earthisland.org.

Position Overview:

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

Key Duties & 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
- Assist with the preparation of yearly 1099 reporting

We strongly encourage individuals from underrepresented backgrounds, including women and people of color, to apply. Research has shown that these groups are often less likely to apply unless they meet 100% of the listed qualifications. At Earth Island, we value diversity and believe that a range of perspectives contributes to our success. If you have at least 60% of the qualifications listed and a growth mindset, we encourage you to submit your application.

Required Skills/Abilities/Competencies:

- 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

Supervisory Responsibilities and/or Key Relationships:

- No supervisory responsibilities.
- This role will work under the close supervision of the accounting manager.

Education and Experience:

- Minimum 3 years accounting experience in a nonprofit organization
- Familiarity with nonprofit accounting and GAAP (Generally Accepted Accounting Principles).
- BA or AA in accounting or equivalent related work experience.
- Experience with Sage Intacct is helpful, but not required

Work Hours, Working Styles, Travel Requirements, and Additional Benefits:

- 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.

Compensation:

This is a full-time, non-exempt position. A salary within the range of \$71,400 - \$77,700 will be provided to the successful candidate having met the minimum requirements for the position, consistent with the Earth Island Institute compensation philosophy.

Earth Island Institute has adopted a compensation philosophy and set of practices to promote equity, remove bias - whether implicit or explicit - in the salary adjustment process,

and promote transparency around salaries. Each position has a grade and has a corresponding range of pay based on market pay practices and an employee's tenure in a job. The candidate's exact placement will be determined based on factors consistent with Earth Island Institute's compensation philosophy. Full benefits include medical, dental, vision, and life insurance, 13 paid holidays per year, a week-long winter break, paid vacation and sick leave, and a 401(k) plan with employer match.

Affirmative Action/EEO Statement:

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 well-being 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.

To Apply:

Please send your résumé, and a cover letter expressing your interest in the position to jobs@earthisland.org with Accounting Associate in the subject line. Applications received by August 31, 2025 will be considered for priority review. Applicants may be contacted prior to August 31, 2025 to participate in a short screening call. The position will be open until filled.