



## ACCOUNTING CLERK

Are you enthusiastic about helping protect the environment, reducing greenhouse gas emissions, or building a more sustainable energy system? Great, us too! Northeast Energy Efficiency Partnerships ("NEEP") is a regional nonprofit that promotes the efficient use of energy in homes, buildings and industry in the Northeast and Mid-Atlantic states. We advance cutting-edge products and practices through efficiency programs and policies. Saving energy creates a stronger economy, a cleaner environment and a more reliable and affordable energy system. For a better understanding of our important mission and results, visit [www.neep.org](http://www.neep.org).

NEEP is seeking a temporary part-time Accounting Clerk, with the possibility to continue full-time, to work as an integral member of the organization's accounting team to provide support to the business operations, financial, administrative, and human resource functions.

### Job Description

The Accounting Clerk is an integral member of the finance team reporting to the Accounting Manager. This position will be primarily responsible for assisting accounting work as well as providing administrative support. This position is part-time and somewhat flexible. It ideally would be scheduled as 3-5 hours per day, 5 days per week. This is an hourly position that will have a starting range of \$15.00 per hour adjusted for experience.

### Responsibilities

Support NEEP's finance and administrative team to deliver exceptional service to the organization, including the following specific responsibilities:

- Accounts Receivable, including processing and reconciling credit card transactions
- Keep track of multiple transactions in Excel spreadsheets
- Reconcile cash to associated bank accounts
- Reconcile and record vendor invoices
- Work closely with vendors to communicate and resolve issues
- Perform office, accounting, and bookkeeping duties as needed

### Qualifications

- Associate degree in accounting or business desired but not required
- Prior accounting experience required
- Excellent written and oral communication skills
- Strong interpersonal skills
- Detailed oriented, very organized and reliable
- Excel spreadsheet proficiency
- Strong problem-solving skills
- Self-directed and demonstrated ability to manage multiple duties independently
- Proficient in Microsoft Office (Excel, Word)
- Passion for and commitment to an organization



## Application Process

To apply please email a resume, along with a thoughtful cover letter stating where you saw this posting and outlining your interest. Please apply through our listing on [Craigslist](#). **No phone calls please.**

NEEP is committed to an organizational culture of inclusion, diversity and equity. We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, sex, age, national origin, and physical or mental disability. We apply this policy to assure non-discriminatory practices in recruiting, hiring, training, promotion, compensation, benefits and all other activities.