



Action today so future generations can enjoy ocean activities

POSITION: Bookkeeper Office Assistant
TYPE: Part-time
SALARY: \$14 - \$18 an hour
CLOSING DATE: July 26, 2019
ANTICIPATED START DATE: AUGUST 2019

ABOUT CLEAN OCEAN ACCESS

Clean Ocean Access (COA) was established in 2006 and is a growing citizen science environmental organization that became a non-profit organization in 2014. Located in Middletown, Rhode Island with a footprint primarily on Aquidneck Island, performing some off-island efforts to achieve our mission. Our mission is “action today so future generations can enjoy ocean activities” with a primary focus on eliminating marine debris, improving coastal water quality, and protecting and preserving shoreline access. COA is a casual and intense work environment where creativity, flexibility, and collaboration are essential and rely on planning, attention to detail, information technology, operational excellence, and continuous improvement.

COMMITMENT TO DIVERSITY

COA is an equal opportunity employer who strives to create an atmosphere where diversity of identity, experience, and background are welcomed, valued, and supported. COA is committed to considering candidates for employment opportunities without regard to race, color, religion, sex, national origin, age, veteran status, sexual orientation, disability and any other status protected under applicable law, and provides reasonable accommodation to qualified individuals with disabilities. All decisions affecting employment at COA are made based on qualification, performance and other pertinent work-related factors.

JOB SUMMARY

COA seeks a part-time, experienced bookkeeper who is highly organized, with an outstanding work ethic, who wants to join the team with immediate responsibilities for financial accounting and office management and assisting with a wide range of other activities. It is required that you understand Xero (or QuickBooks) with intermediate Microsoft office skills and comfortable with cloud-based technologies and overall savvy technology skills. In terms of office management, impeccable attention to detail is mandatory. This is a great position for someone who likes to work in an open-office, professional and dynamic environment, and works effectively in a team environment and independently. You will be working closely with the Executive Director and entire staff.

RESPONSIBILITIES

Responsible for processing all bookkeeping of accounts receivable and payable, and reconciling monthly activity. Responsible for creating monthly, quarterly and annual reports and metrics. Assist with grant financial management including disbursements, interim and final financial reports. Assist with payroll management, including time tracking, expenses, benefits and insurance. Assist with all systems, processes, and outcomes related to the financials of the organization. Responsible for the health of the office environment including inventory, mail, bills, phones, and maintaining extreme attention to detail for the entire workspace. Perform all functions in a legal, professional and ethical manner. --- As time permits, assist with the management of all master data assets (leads, contacts, campaigns) in salesforce, and integrity of salesforce as the system of record for volunteer and donor management. Assist with resolving existing master data issues in connected systems and maintaining data quality. Assist with designing, planning, and executing events. Assist with donor management for gift processing and accounts receivables in Salesforce. Assist with updating scientific reports focused on marine debris, water quality, shoreline ecosystem, and education and outreach. Create reports and dashboards to assist programming and fundraising outcomes. Provide information to staff as requested.



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QUALIFICATIONS

- Passion for Clean Ocean Access mission
- Bachelor's Degree or equivalent work experience
- 1+ year of Xero (or QuickBooks) experience
- 1+ year of professional application of Microsoft Office (Word, Excel) and Google Services
- 1+ year of customer relationship management software experience preferred (Salesforce preferred)
- Must have a driver's License and be able to complete a background check

ESSENTIAL SKILLS

- Impeccable organizational skills, thoroughness, and extreme attention to detail
- Ability to plan, prioritize, and coordinate multiple projects simultaneously
- Self-starter who completes projects on-time, on-budget, on-quality, and independently
- Ability to take initiative, make suggestions, and be strategic to achieve outcomes
- Technology savvy and stays current to continuously advance all skills and technologies
- Strong attention to detail and commitment to delivering high quality work
- Professional and confident and understands the confidentiality of information
- Demonstrated commitment, trustworthiness, responsible, and fast learner
- Ability to work effectively with either specific instructions or little supervision
- Ability to perform effectively in an open office setting with small to large distractions
- Passion for quality environmental work rooted in back-office operational excellence
- Abide by existing and new Clean Ocean Access policies and procedures
- Positive attitude, strong work ethic, sense of humor. Laughter and enjoying are a must!

SCHEDULE

Enjoying life outside of work, especially activities connected with the ocean is important to us, however COA is a small team with an expansive footprint of functions and workload. Regular and predictable attendance is required. Employees must be able to cope effectively with deadlines and multiple demands. Project and event specific activities require extreme commitment and flexibility of schedule including non-standard business hours such as nights and weekends. The organization focuses on outcomes, rather than a set schedule and each employee is responsible to project, anticipate, propose, plan, and execute a schedule that achieves all outcomes on-time, on-budget and on-quality.

COMPENSATION

- Starting hourly rate of \$14 to \$18 per hour
- Annual bonuses dependent on individual, organization, and market performance
- Ocean and watershed view with workplace perks such as food/coffee

HOW TO APPLY

Please send one (1) email to info@cleanoceanaccess.org with one (1) PDF document that is three (3) pages in length. The EMAIL title and PDF naming convention is "2019_BOA_lastname" where "lastname" is your last name. (Example, if your name was Jamie Smith, the title would be 2019_BOA_Smith). The 1st page is a signed cover letter expressing why you are a great fit for the position (COA needs), and how this position aligns with your professional career development plan (your desires). The 2nd page is a resume that clearly shows alignment with the position and employment history. The 3rd page include links to relevant additional information, and a listing of at least two references (context of reference, name, email, phone). References will NOT be contacted until applicant has provided approval after completing 1st interview.