



## **JOB ANNOUNCEMENT**

### **FINANCE ASSOCIATE POSITION AVAILABLE**

Communities for a Better Environment (CBE) is a statewide environmental health and justice organization that combines grassroots organizing, legal advocacy, and science-based research to achieve its goals. CBE's mission is to build power in low-income communities of color to achieve environmental justice by empowering community, reducing pollution and building healthy and sustainable communities. For more information, please visit: [www.cbecal.org](http://www.cbecal.org).

#### **General Position Summary:**

CBE seeks a well-organized, self-motivated individual with proven skills to cover a wide range of day-to-day office responsibilities, including bookkeeping/accounting functions as well as administrative support. This position is full time position, with benefits, who will be based in our Richmond, CA office, and will work from to the Oakland office at least once per week. This position will be required to provide support to the Richmond and East Oakland Teams, and to participate in occasional programmatic, fundraising and other Team activities. Work is performed under the remote direction and supervision of CBE's Director of Finance and Operations, who is located in CBE's Southern California office. The position requires a communicative team player, with high ethical standards.

#### **RESPONSIBILITIES**

##### **Finance**

- Collects, checks, packages and tracks NorCal reimbursement requests and credit card charge reports, and submits to SoCal office in a timely fashion.
- Collects, gathers, coordinates and tracks budget and program reporting by sub-grantees to CBE.
- Acts as coordinating liaison between NorCal program staff and the SoCal-based Finance and Development departments.
- Matches receipts and invoices with Check Request Forms to ensure accuracy and prepare for entry.
- Collects all NorCal accounts payable checks, prepares for submission according to organizational procedures, and forwards to SoCal in a timely fashion.
- Maintains copies of all NorCal accounts payable files, to include filing invoices in designated areas and updating vendor information on computer.
- Records receipt of checks via postal mail and prepares them for bank deposit.

##### **Payroll**

- Assists with new NorCal employees, including preparing and facilitating orientation process.
- Coordinates processing of NorCal terminations.
- Collects timesheets from NorCal staff, and sends to SoCal in a timely manner.
- Answers employee payroll, benefit and other related inquiries as needed.
- Prepares, and posts regular payroll journal entry in QuickBooks.
- Helps prepare 1099 reporting.
- Prepares and reviews end-of-month reports in a timely manner.

### **Operations**

- Handles general office functions, including mail, fax, and copy.
- Oversees details of staff and board meetings to include preparing meeting room, scheduling conference calls, and assembling meeting packets.
- Oversees general office coordination, including ordering office supplies, handling office equipment, and arranging equipment repairs as needed.
- Maintains and updates the cbecal.org website.
- Performs other related duties as assigned.

### **EXPERIENCE AND JOB REQUIREMENTS**

- Must have basic understanding of accounting principles and procedures.
- Must have technical competence with accounting, spreadsheet, and word processing software.
- High accuracy, attention to detail and deadlines, organization and ability to prioritize multiple tasks.
- Must have strong time management skills.
- Ability to contribute to a positive, team-oriented environment.
- Must have people skills and be customer service-oriented.
- Ability to work in a manner that complies with company safety standards and policies.

### **Benefits and Compensation**

Salary commensurate with other California non-profits and based on experience. Benefits include comprehensive health insurance, with fully-paid premiums for the employee and all dependents, and 26 days of paid leave (including holidays) in the first year.

**To apply:** All qualified applicants should send a cover letter and resume to: [jobs@cbecal.org](mailto:jobs@cbecal.org). Subject line "Finance Associate" in the subject line. Position open until filled.

*CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position.*