

Part-Time Contract Position: Financial Support

Green Building United seeks self-motivated and detail-oriented candidates for a part-time contract Financial Support position. Green Building United is a green building education and advocacy non-profit organization based in Philadelphia and working in across the Greater Philadelphia region. Our education work (more than 70 events per year) ranges from targeted technical trainings to multi-day conferences hosting more than 600 people; our advocacy work is focused on improving sustainability in the built environment by engaging at the state and municipal levels in Pennsylvania and Delaware; and our Strategic Initiatives include convening Philadelphia's 2030 District, Energy Benchmarking and Disclosure, and our Pathways to Green Schools program in Delaware.

This is a part-time position (1-2 days per week), reporting to the Executive Director. The job description includes the following Financial / Bookkeeping responsibilities:

- Prepare and complete A/R and A/P entries into Sage Accounting
- Enter / maintain budgets and forecasts into Sage Accounting
- Prepare financial reports for staff and board of directors as needed
- Communicate with customers and vendors as needed
- Generate and process invoices and support grants administration
- Complete required government reporting (1099/1096, 401k)
- Support staff and Auditor with Audit/990 preparation
- Maintain paper and electronic financial files for audit and operational needs

Desired Experience & Skills

- B.A. or B.S. degree in Finance, Business, or related field
- 3-5 years' work experience in bookkeeping, non-profit operations, or related field
- Skilled in MS Office tools, especially Excel
- Experience with Sage Accounting (Peachtree)
- Experience with non-profit finance and contracts
- Strong organizational and customer service skills
- Team player and strong collaborator
- Effective time management, ability to handle multiple priorities
- Interest in environmental sustainability and/or the green building industry

Work Location: Green Building United Office (2401 Walnut Street, Suite 103, Philadelphia, PA 19103)

Compensation commensurate with experience.

Send resume and cover letter to info@greenbuildingunited.org.

**Candidates will be considered until position is filled.
Green Building United is an equal opportunity employer.**