

WildEarth Guardians is seeking an enthusiastic, detail-oriented individual who is passionate about our mission to be our Administrative/Bookkeeping Assistant. This position will assist with a wide variety of financial and administrative operations. WildEarth Guardians is committed to employee development and is a rapidly growing organization with significant opportunity for the right candidate.

Responsibilities include, but are not limited to:

Administrative Responsibilities:

- Sort & distribute all daily incoming mail
- Respond to website/email requests for information
- Assist with mailings and special projects
- Coordinate volunteers
- Ensure office equipment is functioning properly
- Maintain sufficient supplies to support the office needs
- Event preparation
- Solicit donations for events

Bookkeeping Responsibilities:

- Maintaining State Applications for Charitable Exemptions in all states
- Assist with preparing and maintaining documents for project billings
- Enter customer sales receipts and vendor invoices in QuickBooks
- Work with Financial Director to prepare information for annual audit, Form 990 and 1099's
- Assist Financial Director with monthly preparation of financial statements for Program Directors

The ideal candidate will demonstrate the following:

- At least 2 years administrative/bookkeeping experience – Non Profit experience a plus
- Proficiency in Microsoft Office (Word and Excel), QuickBooks, PowerPoint, and Google Docs
- Excellent organizational skills and attention to detail
- Ability to meet deadlines while multi-tasking
- Learns well by doing
- Love for nature and volunteering
- Positive "Can Do" attitude and personality

Email applications only. Interested candidates should forward a Cover Letter, Resume and (2) Letters of Reference to Jodie Wheeler at jwheeler@wildearthguardians.org.