



GREEN BUILDING ALLIANCE

Staff Accountant (Part-Time)

Organizational Mission

Green Building Alliance (GBA) is a nonprofit organization that advances economic prosperity and human wellbeing in Western Pennsylvania by driving market demand and facilitating green building practices and products that have minimal impact on the natural environment.

Position Overview

- GBA is seeking a part-time Staff Accountant who will work directly with the Executive Director (ED) to plan, analyze, and report on all financial aspects of the organization.
- The Staff Accountant will be supported by GBA's accounting/auditing firm for tax and related filings, and the Finance Committee for overall organizational financial wellbeing.
- This position reports directly to the ED.

Duties

- Develop annual budgets for the organization, working in coordination with appropriate program- and contract-related management staff. A draft budget is to be submitted to the ED by October 1 each year for the following fiscal year (January – December), and the budget is to be in final draft form for presentation to the Finance Committee by November 15, and available for the GBA Board of Directors in a form for passage by December 1.
- Review, prepare, code, input and process all incoming and outgoing invoices, payments, deposits, and other financial records.
- Oversee petty cash and company charge card expenditures. Inform cardholders of any changes to card policies and provide cardholders with weekly updates on current card balances.
- Perform monthly bank reconciliations.
- Prepare and analyze monthly financial statements (i.e., profit & loss, balance sheet). Ensure that programmatic-level monthly financial statements and information is clearly communicated to GBA Managers and ED to assist in making sound management decisions regarding GBA programs and operations.
- Prepare a monthly cash flow analysis and other reports to provide the Board and ED with a clear and accurate assessment of GBA's financial position.
- Serve as primary staff person to the Finance Committee.
- Monitor bank accounts and investments; make recommendations to the Finance Committee regarding investment opportunities.
- Monitor appropriate use of all GBA grant funds and prepare necessary financial reports for funders in coordination with the appropriate staff person.
- Research and recommend various earned income approaches to improve GBA's financial position.
- Recommend and implement new systems, policies and procedures to enhance GBA's financial systems.
- Process all online charges for events and membership in coordination with the Membership & Events Specialist.
- Coordinate with GBA's accounting/auditing firm on all tax, charitable organization and other required filings, and provide primary point of contact and necessary staff support for effective annual audit process, including follow-up on audit report and/or findings.

- Serve as primary staff person to GBA vendors and oversee all facility (i.e., electrical, cleaning, etc.) and equipment (i.e., computer hardware and software) issues and contracts.
- Coordinate with insurance broker and ensure organization has proper business-related coverages.
- Order all necessary office and facility supplies.
- Perform additional duties and responsibilities related to the optimum financial performance and operations of GBA, as assigned by the ED.

Required Skills & Abilities

- High level of proficiency and extensive experience using QuickBooks accounting software, preferably in a nonprofit environment.
- Excellent written and verbal communication skills, including the ability to interact effectively with the ED and members of the GBA management team to develop financial statements, make recommendations and develop the annual budget.
- Knowledge of Microsoft Office programs (Outlook, PowerPoint, Publisher, Word and Excel).

General Requirements:

- This position requires a commitment of 20 hours per week at GBA's offices on the South Side of Pittsburgh.
- Although an elevator is available within the building, it may not be operational at all times, and to meet the physical requirements of this job, the *Staff Accountant* must be able to navigate three flights of stairs.

Review of resumes and cover letters submitted for this position will begin during the week of March 1st. This position will be open until filled, with an anticipated start date of March 29th. GBA offers a competitive salary in a great work environment. If interested in applying, please send a cover letter and resume for immediate consideration to hr@gbapgh.org.