

# Accounting Administrator



## Details

**Reports to:** Chief Operating Officer

**Time:** 5 hours per week

**Location:** Flexible within the U.S.

## Overview

ESW is striving to have a measurable impact on 100 communities a year (and 500 a year by 2030) and your role is crucial in maintaining financial records, and assisting the leadership team and board members in fiscal planning and forecasting that will help us to support even more communities and sustainability projects.

This position is flexible, and can accommodate work and school schedules. To apply, please send your resumé/CV to [apply@eswusa.org](mailto:apply@eswusa.org). Feel free to add a short "Why me" (up to 150 words), as we would love to know you better! Please contact us with any questions you may have as well.

## About Engineers for a Sustainable World

Engineers for a Sustainable World (ESW) is a non-profit dedicated to empowering engineers to tackle sustainability challenges. We believe that engineers, and anyone who loves to solve problems, are key to solving today's biggest sustainability challenges. Founded in 2002, ESW is an international network of over 1,750 members and more than 45 collegiate chapters working to build a more sustainable world through technical hands-on projects. Since its founding, ESW has supported over 300 chapter-led projects in 12 countries and 23 states and Canadian provinces.

## Responsibilities

The Accounting Administrator will be responsible for:

- Keep financial records up-to-date and partner with our accountants to manage bookkeeping;
- Assist the leadership team with audits, forecasts, and other fiscal planning;
- Correct and modify inaccurate files and records;
- Manage Accounts Receivable with our chapters;
- Reconcile account balances;
- Oversee incoming donations and grant management;
- Prepare financial reports and develop policies and controls.

## Desired Skills and Qualifications

- Ability to analyze financial records and transfer information;
- Strong aptitude for numbers, spreadsheets, and financial reports, accuracy and precise attention to detail;
- Strong written and verbal communication skills;

- Proven accounting/bookkeeping experience;
- Excellent computer skills, experience in accounting software;
- Experience using digital tools such as Google Suite, Slack, and video conference (we use Zoom)
- Able to work well both independently, establish and meet deadlines, prioritize tasks
- Passion for sustainability and technical problem solving
- Comfortable working effectively under pressure to meet tight deadlines and goals
- Comfortable working in a remote, virtual team environment
- Comfortable working in a dispersed team across multiple time zones

*ESW does not discriminate on the basis of sexual orientation, gender, gender identity, race, ethnicity, age, religion, or economic background. Further, we strongly encourage individuals from traditionally underrepresented identities to apply, including identities not explicitly named above. If there are any considerations or qualifications not acknowledged in our job description that you feel are important and relevant to this position, we encourage you to bring them to light in your application.*