



GLOBAL
ELECTRONICS
COUNCIL

Sustainability for a Connected Future

ACCOUNTING ASSISTANT

- Part-time Hourly/Non-exempt (\$22 - \$25/hour, 20 hours per week)
- Remote (Home office based in Portland, OR required)
- Reports to: Director of Finance

ABOUT THE GLOBAL ELECTRONICS COUNCIL

The Global Electronics Council® (GEC) is a mission-driven non-profit organization that accelerates the transformation of markets that prioritize the most sustainable electronic technology products and services, advancing the well-being of people and planet. Founded in 2006, GEC manages the most widely used ecolabel for electronics globally, EPEAT®, which is used by purchasers in more than 42 countries. GEC works with global electronics brands and large-scale purchasers to facilitate their adoption of sustainable manufacturing and procurement processes. We aim for a world with only sustainable electronic technology. More information is available at www.GlobalElectronicsCouncil.org.

POSITION SUMMARY

The Accounting Assistant plays a key role in GEC's success by assisting the Finance team with the activities of the overall general accounting function, and supporting GEC's internal financial policies and procedures. The position carries out these responsibilities consistent with GEC's values of technical competency, collaboration, organizational efficiency, and financial viability.

RESPONSIBILITIES

- Month-end close and Financial Statement preparation
 - Support Accounting Manager with preparing periodic journal entries for month-end close process
 - Reconcile select balance sheet accounts
 - Assist with preparation of monthly financial statements
 - Maintain proper internal controls
- Accounts Payable and Accounts Receivable
 - Collaborate with Accounting Manager on managing client invoices and monitoring receivables for timely payment
 - Retrieve mail at PO Box, fill out check deposit slips, and deposit checks
 - Review expense coding for accuracy and follow up with budget managers to ensure timely processing
 - Maintain customer, vendor, and other records in GEC's financial systems, entering data with high level of accuracy and attention to detail



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- Review staff expense reimbursements for adherence to internal policies and expense coding
- Tax, Regulatory, and Other Compliance
 - Assist Finance team with projects to continuously improve financial operations
 - Perform annual tax mailings, adhering to deadlines

QUALIFICATIONS

- Associate degree in Accounting, Finance, or business-related field preferred
- 2-3 years experience working in a similar role
- Exceptional organization and time management skills
- Work well independently in a remote work environment
- Multitask efficiently
- High attention to details; ability to take directions, self-check and follow up on work
- Ability to enter accurate financial/numerical data
- Analytical and critical problem-solving skills
- Basic knowledge of MS Office Word and Excel, QuickBooks or other accounting software
- Basic to intermediate computer and typing skills
- Ability to apply discretion, and trust with confidential company information
- Some travel required (local travel includes picking up mail in Portland, plus one week per year overnight travel for employee All Hands face to face meeting)
- Interest in/experience with sustainability issues/voluntary standards/eco-labels preferred

BENEFITS

GEC recognizes, supports, and invests in our employees and we offer outstanding benefits. The benefits below are offered for U.S.-based part-time employees.

- 401(k) retirement savings plan with a 4% employer contribution, fully vested upon enrollment
- Flexible work hours and focus on work/life harmony
- Professional development benefit

Application Process: Submit a résumé and a cover letter *specifically focused on your qualifications for this position* to Ms. Julia Bulfin: jbulfin@gec.org. Include in your cover letter details demonstrating competencies and qualifications listed above.