



Sustainability for a Connected Future

MANAGER, ACCOUNTING

POSITION DETAILS

- Full-time (\$70k - \$90k/year)
- FLSA exempt
- Fully remote (Home Office in Portland, OR or Washington DC area preferred)
- Reports to Director of Finance

ABOUT GLOBAL ELECTRONICS COUNCIL

The Global Electronics Council (GEC) is a mission-driven non-profit launched in 2006 and dedicated to creating a more just and sustainable world. Our focus on electronics is due to our recognition that electronics have become increasingly pervasive, finding their way into products within our home, car, clothing, toys, and even the watches we wear. While the technologies that rely on electronics can provide tremendous societal good, they are also the source of significant negative environmental and social impacts. GEC acts as the fulcrum point between the institutional purchasers who buy electronics and the manufacturers who produce them.

We support large-scale purchasers, both public and private, with tools and resources. By deciding to buy sustainable technology, institutional purchasers leverage their purchasing decisions towards creating a more sustainable and just world. We are also committed to ensuring that sustainable IT products from micro, small and medium enterprises (MSMEs) are highlighted to purchasers globally and that MSMEs are a part of the global technology supply chain.

GEC manages ecolabels to assist purchasers in identifying credible sustainable technology products and services. GEC's EPEAT ecolabel is the leading Type 1 ecolabel covering products and services from the technology sector. It offers purchasers access to more products from a broader range of manufacturers, including MSMEs, than any other comparable ecolabel.

POSITION SUMMARY

The Accounting Manager plays a critical role in GEC's success by supporting the Director of Finance with the preparation of financial statements and maintenance of financial systems, assisting with legal and regulatory compliance, and promoting adherence to GEC's internal financial policies and procedures. The position supports the Executive Team to ensure finance activities are run efficiently. 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
 - Record periodic journal entries for month-end close process
 - Reconcile select balance sheet accounts
 - Prepare semi-monthly payroll in conjunction with HR function
 - Prepare monthly financial statements for review by Director of Finance

- Accounts Payable and Accounts Receivable
 - Coordinate with finance department to generate client invoices and monitor receivables for timely payment; deposit checks
 - Collect and distribute payables to budget managers for approval, monitor expense coding, and follow up with budget managers to ensure timely processing
 - Process payables and receivables and maintain customer, vendor, and other records in GEC's financial systems
 - Review staff expense reimbursements for adherence to internal policies
 - Schedule and perform staff orientation and onboarding to expense reimbursement system, review policies with staff, serve as main point of contact to staff for questions on expense reimbursement policies and procedures

- Tax, Regulatory, and Other Compliance
 - Support Director of Finance with annual financial statement audit, annual Form 990, other federal and state tax and statutory filings
 - Assist Director of Finance with projects to continuously improve financial operations
 - Collaborate with Director of Finance and Executive Team to maintain and carry out Standard Operating Procedures for the function

- Manufacturer Renewals and On-boarding
 - Manage annual renewal process for existing manufacturers (secure renewal information, create and track invoices, answer questions about billing process)
 - Coordinate onboarding process for new manufacturers with Ecolabels team
 - Support the Director of Finance and SLT with contract management



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QUALIFICATIONS

Required

- Bachelor's degree in Accounting or related field
- Demonstrated knowledge of and experience with U.S. GAAP and nonprofit accounting
- 5 years of work experience providing accounting and programmatic support
- Detail-oriented, self-starter, organized, and able to prioritize and track required functions with minimal supervision
- Strong skill set with Microsoft Office applications including Outlook, Excel, and PowerPoint
- Exceptional oral and written communication skills
- Excellent problem-solving and collaboration skills
- Ability to work independently and manage multiple priorities
- Experience with financial software; QuickBooks Online, bill.com, and Expensify

Preferred

- Interest in/experience with sustainability issues
- Interest in/experience with voluntary standards/eco-labels
- Experience with project management
- Experience working with international organizations, currencies other than USD

Benefits: GEC recognizes, supports, and invests in our employees and we offer outstanding benefits:

- Comprehensive health coverage (medical, dental, and vision)
- 401(k) retirement savings plan fully vested upon enrollment
- Flexible work hours and focus on work/life balance
- Professional development benefit
- Three weeks vacation per year
- Generous holiday leave (including one week off for Spring Holiday and two weeks off for Winter Holiday)
- Stretch Fridays (every third Friday of the month off)

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.

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