



Job Title: Accounting and Finance Coordinator

Job Summary:

This full-time position supports the Green Mountain Club's (GMC) accounting and financial management. Primary responsibilities include accounting and fiscal bookkeeping, accounts payable, payroll, bank and general ledger reconciliations, employee paperwork, and other projects as needed. The Director of Finance provides direct supervision and oversight.

Job Duties:

- Perform day to day financial tasks, including digital accounts payable and data entry
- Maintain an organized and streamlined accounting system, including updating documentation of systems and processes
- Perform general bookkeeping duties and general ledger entries, and maintain appropriate digital documentation
- Regularly verify balances against subsidiary ledgers and spreadsheets and perform monthly reconciliations to ensure accuracy
- Work with the Development and Membership departments to complete monthly revenue reconciliations
- Assist with monthly financial reports
- Manage administrative tasks associated with GMC staff and programs, including employee paperwork, timesheets, payroll, and record keeping
- Participate in regular GMC staff meetings, trainings, and events

Qualifications:

- Two years of bookkeeping and accounting experience or accounting coursework
- Experience and comfort with data entry, digital record keeping, including accounts payable and the general ledger
- Strong understanding of accounting principles
- Experience with accounting software and Microsoft Office software
- Highly organized, flexible, and self-motivated

- Strong time-management skills, ability to meet strict deadlines
- Attention to detail
- Ability to work independently and as part of a team to accomplish specific projects
- Available for occasional evening work (e.g., weeknight committee meetings six times a year) and weekend work (e.g., quarterly Saturday board meetings and the annual meeting in June)
Flexible scheduling and comp time are available
- Ability to work remotely

Salary Range: \$38,000 - \$42,000 depending upon qualifications and experience. The compensation package includes health insurance, retirement contributions, and paid vacation, sick, and volunteer days.

To apply: Please submit cover letter and resume via <https://greenmountainclub.org/jobs>