



JOB POSITION: Bookkeeper / Administrative Assistant

SPEER, the South-central Partnership for Energy Efficiency as a Resource, is a small but growing educational not-for-profit organization. SPEER is [one of six regional energy efficiency organizations \(REEOs\)](#) recognized by the US Department of Energy. SPEER's mission is to accelerate the adoption of energy efficiency products and services in Texas and Oklahoma. Our vision is to position SPEER as the regional leader in the education and promotion of energy efficient building systems and distributed energy resources that strengthen local economies, improve health and quality of life, and protect the environment.

GENERAL POSITION SUMMARY

The Bookkeeper / Administrative Assistant supports the programs and administrative functions of SPEER with integrity and efficiency. This includes developing and maintaining records such as grant financial reporting, calendars, digital and paper files, timekeeping systems, accounts payable and receivable. The Bookkeeper / Administrative Assistant will carry out a wide range of activities, including but not limited to, fiscal data management, reporting correspondence, and direct contact with SPEER staff.

Functions and Major Responsibilities

- Using SPEER's bookkeeping systems QuickBooks, input and pay bills, create journal entries from payroll reports, and reconcile credit card statements.
- Develop fiscal reports, track invoices, complete required forms, and take on other tasks for grant administration, with a focus on state and federal grants.
- Develop and generate monthly financial status report for Interim Executive Director, including monthly project worksheets, monthly bullet, and updated treasurer's report.
- Maintain all internal controls.
- Manage payroll and contractor tax report filings.
- Coordinate all staff travel, create expense report and reimbursements.
- Assist Communications and Event Coordinator in all events.
- Maintain confidentiality and be discrete with all information.
- Take on other assignments as directed by the Interim Executive Director.

ESSENTIAL EXPERIENCE AND ABILITIES:

The person that will best fit this job will be thoughtful and pay attention to details, energetic and motivated, organized and articulate, with:

- Genuine passion for our mission and purpose, with an interest in energy efficiency.
- Strong writing and editing skills, especially in correspondence, as well as excellent verbal skills.

- Love of learning about technology, and when you don't know the answer you are willing to learn.
- Strong QuickBooks expertise with a minimum of 5 years in a bookkeeping role for an organization with 10 or more employees.
- Familiar with GAAP and preferably have nonprofit accounting experience, bonus if you have federal audit experience.
- Solid skills in word processing, spreadsheet management, and presentation software, particularly with the Microsoft Office suite (Outlook, Word, Excel, and PowerPoint).
- Experience with WordPress, a plus.
- Ability to meet daily, weekly and monthly deadlines consistently.

EDUCATION:

- Bookkeeping experience required or B.S. in Accounting or B.S. in Business Administration is preferred

LOCATION AND SALARY: This position is a Part-Time remote position. (15-20/hrs week) Salary is commensurate with experience. SPEER is an Equal Opportunity Employer.

HOW TO APPLY: All qualified candidates may apply by sending a cover letter and resume to info@eepartnership.org. No phone calls please.