



GREEN BUILDING INITIATIVE POSITION DESCRIPTION

POSITION TITLE: Manager, Accounting & Administration

ORGANIZATION

The Green Building Initiative (GBI) is a 501c3 not-for-profit organization whose mission is to reduce climate impacts by improving the built environment. We deliver education, standards, assessments, and certifications developed by an inclusive and collaborative global network.

GBI makes aspirational goals achievable through user-friendly tools built upon comprehensive standards and supported by outstanding staff and expert assessors. As a nonprofit community, we are educators and coaches first, supporting performance improvement of all buildings.

HOW WE DO IT

We are passionate about third-party certification for its benefits, including lowering risks for owners and ensuring that both buildings and the teams who build and operate them are better able to achieve desired performance outcomes. We measure our impact toward our mission in several ways, including growing the number of building owners that achieve certification of individual buildings, building projects, and portfolios of buildings.

Our initiatives promote the use of GBI's Green Globes® building certification for commercial, multi-family, and institutional buildings as well as GBI's Guiding Principles Compliance® third-party assessment program for U.S. federal DOD and non-DOD buildings. A newer offering is GBI's Journey to Net Zero program, which guides portfolios through a continuous improvement approach toward the goal of net zero energy and/or carbon. GBI's programs are recognized in the U.S. and Canada at federal, state/provincial, and local levels. GBI is also pursuing an incremental global growth plan and has certified and assessed properties in several countries outside of the United States and Canada, including close to one million square feet in the United Arab Emirates and additional projects in Mexico and Brazil.

COMPENSATION & BENEFITS

\$60,000 + association-wide bonus opportunity, full-time employees receive medical, vision, dental, life, short- and long-term disability insurance, parental leave, and a retirement matching program. GBI employees enjoy paid-time-off (PTO) that is accruable based on a schedule and all employees are eligible for paid sick leave. Additionally, GBI is a 100% virtual organization.

SUPERVISOR

Director, Finance & Administration

TRAVEL REQUIREMENTS

Periodic travel is required for training, workshops, and staff retreats.

RESPONSIBILITIES

The Manager, Accounting & Administration, is responsible for supporting the organization's financial operations through accurate processing of accounts payable and receivable, monthly reconciliations, payroll support, and annual reporting. This role ensures timely vendor payments, client billing, and compliance with internal financial controls and external reporting requirements. The ideal candidate is detail-oriented, proactive, and comfortable working across multiple systems—including QuickBooks, Salesforce, and project management tools. They thrive in a collaborative environment, demonstrate strong organizational skills, and take initiative to maintain financial accuracy and integrity.

Accounts Payable (*Primary*)

- Review vendor invoices and obtain approval from appropriate staff.
- Enter approved invoices in QuickBooks and process weekly payments via Chase Bank bill pay, pending President & CEO approval.
- Respond to vendor inquiries regarding payments and account status.
- Set up new vendor accounts, including collecting W-9s and ACH details.
- Proactively follow up on recurring vendor invoices to ensure timely expense recognition.
- Review vendor contracts and renewals; update status on Monday.com and notify relevant staff.

Accounts Receivable (*Primary*)

- Monitor Slack Accounting channel for incoming invoice requests.
- Forward Mailbox Forwarding checks to Chase Bank on a semi-monthly basis.
- Respond to client billing inquiries and resolve issues as needed.

Monthly Financials and General Ledger Maintenance (*Primary & Supporting*)

Primary:

- Manage monthly credit card receipts for President & CEO.
- Review and approve staff credit card transactions via Expensetrn and PaymentNet.
- Record approved credit card expenses in QuickBooks.
- Monitor travel policy compliance and escalate discrepancies to senior staff.

Supporting:

- Reconcile accounts receivable for U.S. and Canada.
- Perform monthly reconciliation of order and invoice data between Salesforce and QuickBooks.
- Reconcile membership, sponsorship, and training revenue.
- Calculate and file monthly state sales tax returns.
- Conduct monthly QuickBooks account reconciliations.

Payroll (*Supporting*)

- File monthly payroll reports.
- Review and process employee expense reimbursements via payroll.
- Submit monthly 403(b) and retirement contributions to Employee Fiduciary following payroll completion.

Annual Services (*Primary & Supporting*)

Primary

- Prepare and file annual 1099s and IRS Form 1096.
- Review and distribute employee W-2s prepared by Trinet.
- Maintain SAM registration for federal contract eligibility.

Supporting:

- Assist with preparation for annual financial audit.

Administration (*Primary & Supporting*)

- Manage incoming mail in conjunction with support staff/contractor

Other Duties (*As Assigned*)

- Perform additional tasks as directed by the senior management team

REQUIREMENTS

- Ability to work remotely without supervision in a quiet and stable work environment
- Internet access (non-reimbursable) with minimum download speed of 15 mbps (30+ mbps recommended) and minimum upload speed 2 mbps (5+ mbps recommended)
- Occasional travel for training and events
- All employees are required to reside and work within the United States.

QUALIFICATIONS

- Proficient in QuickBooks Desktop and Microsoft Excel, with a solid grasp of basic accounting functions
- Comfortable using Microsoft Office Suite (Outlook, PowerPoint, Word) for communication and reporting
- Technically inclined, with the ability to learn new software and work with cloud-based systems
- Basic understanding of financial controls and data accuracy
- Analytical thinker with a willingness to learn and solve problems independently
- Strong attention to detail, with good organizational and time management skills
- Clear written communication skills, especially for preparing reports and documentation
- Familiarity with Monday.com or similar project management tools is a plus.

EDUCATION

- Associate's degree in a related field or an equivalent combination of education and work experience

APPLICATION METHOD

Please submit your resume and cover letter directly through [GBI's career page](#).

We Encourage All Interested Candidates to Apply

GBI recognizes that not all candidates will meet every qualification listed. We know that skills and experience can be gained in many ways, and we value diverse perspectives. If you're excited about this role but don't check every box, we encourage you to apply.