

## GREEN BUILDING INITIATIVE POSITION DESCRIPTION

---

### POSITION TITLE: MANAGER, ACCOUNTING & ADMINISTRATION

---

#### ORGANIZATION

The Green Building Initiative (GBI) is a 501(c)3 nonprofit organization whose mission is to improve the built environment's impact on climate and society. We deliver education, credentialing, 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 dedicated staff and expert assessors. As a nonprofit community, we are educators and coaches first, supporting performance improvement of all buildings.

#### HOW WE DO IT

GBI promotes the use of our standards, assessments, and tools that act as roadmaps, helping teams make impactful decisions that support our vision. Our initiatives are designed to meet the evolving needs of organizations seeking meaningful, measurable performance improvements throughout their buildings and sustainability strategies.

Our programs are designed to align with both international and local regulatory frameworks while also addressing owner, investor, and stakeholder expectations for cost optimization, social responsibility, and transparency in reporting. We offer organizations a flexible and forward-thinking ecosystem that supports measurable progress for individual assets, full portfolios, and enterprise-wide strategies.

We are passionate about third-party assessment and certification through our Green Globes®, Ascent™, Journey to Net Zero™, and Guiding Principles Compliance™ programs, which lower risk for owners while ensuring that buildings and the teams who build and operate them are better able to achieve desired performance outcomes. There is education embedded in each program, meaning every person, team, and building we touch has a positive downstream impact on our global built environment and society.

#### COMPENSATION & BENEFITS

\$60,000 + association-wide bonus opportunity. Benefits for full-time employees include medical, dental, vision, life, short-term disability, and long-term disability insurance; parental leave; a retirement program with company matching; and paid time off (PTO) accrued on a scheduled basis. All employees are eligible for paid sick leave. GBI is a fully remote organization and does not maintain a physical office.

#### SUPERVISOR

Director, Finance & Administration

#### SUPERVISORY RESPONSIBILITIES

This role has no supervisory responsibilities.

#### TRAVEL REQUIREMENTS

This position requires occasional travel for staff training and team 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 & Supporting*)

#### *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 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.

#### *Supporting:*

- Support vendor contract renewals by tracking renewal status and ensuring renewal invoices match updated contract terms prior to processing.

### 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 Financial Statements and General Ledger Maintenance (*Primary & Supporting*)

#### *Primary:*

- Manage monthly credit card receipts for CEO.
- Review and approve staff credit card transactions via Expensetron and PaymentNet.
- Record approved credit card expenses in QuickBooks.
- Monitor travel policy compliance and escalate discrepancies to senior staff.
- Reconcile bank statements (checking and savings) for U.S.

#### *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.
- Assist with annual financial audit
- Service as backup for month-end close activities, including running reports, completing reconciliations, and updating the financial and budget workbooks to ensure accurate and timely financial reporting.

### Payroll (*Supporting*)

- Support monthly and semi-monthly filing of payroll.
- Review and process expenses paid by employee requiring reimbursements via payroll.
- Submit monthly 403(b) and retirement contributions to Employee Fiduciary following payroll

completion.

### **Annual Administration (*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.
- Manage incoming mail in conjunction with support staff/contractor.

#### *Supporting:*

- Assist with preparation for annual financial audit.

### **Other Duties (*As Assigned*)**

- Perform additional tasks as directed by the senior management team.
- Maintain strict confidentiality of financial, payroll, and client information.

### **REQUIREMENTS**

- Work remotely without supervision with the assurance of quiet and stability appropriate for a work environment.
- Provide own internet access. Minimum download speed is 25 mbps (50+ mbps recommended). Minimum upload speed is 5 mbps (10+ mbps recommended).
- 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
- Extremely detailed oriented with good organizational and time management skills
- 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
- Clear written communication skills, especially for preparing reports and documentation
- Familiarity with Monday.com or similar project management tools is a plus.

### **EDUCATION**

- Required– Associate’s degree in related field or an equivalent combination of education and work experience

### **APPLICATION METHOD**

Please submit your resume and cover letter [here](#).

### **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.