



Social Enterprises owns and runs the GoGreen Conference and provides event management, event marketing and revenue generation services to non-profit, social change and sustainable industry entities. Please see our website at <http://www.socialenterprises.net> for more information about our company and events.

Our dynamic and fast-growing small business is looking for a part-time Bookkeeper/Financial Analyst for our Portland, OR office. If you are a go-getter with a passion for numbers, tech savvy and a guru in Quickbooks, this job's for you! You must thrive in a small-office environment, be a team player, intuitive driver and enjoy the start-up atmosphere.

Interested candidates should submit a resume and cover letter to jobs@socialenterprises.net. Social Enterprises, Inc. is an Equal Opportunity Employer.

Bookkeeper/Financial Analyst

Employment Type:	Part-Time
Reports To:	President
Salary:	DOE

Opportunity

The ideal candidate will have a can-do attitude and know how to take initiative to complete objectives, collaborate with a variety of personalities and be able to prioritize multiple tasks and responsibilities. Strong verbal and written communication skills are a must along with supreme attention to detail and the ability to learn new disciplines, processes and systems. Having a love and strong proficiency in technology is a huge plus!

Job Responsibilities

- o Work in the Social Enterprises office one day a week (2-3 hours)
- o Input and reconciliation of payroll with Paychex payroll reports
- o Input of all receipts, invoices and payments into Quickbooks
- o Download Authorize.net ticket sales and accurately record data, customer name and info in Quickbooks
- o Record all partners and clients accurately with full details, payment information and correct CLASS (event)
- o Provide financial reports as needed to management team on a regular schedule and as needed
- o Working with cross functional teams to help create/update accurate proforma financials
- o Dive deep to understand and question business processes and how they affect financials
- o Support business teams with ad-hoc financial analysis to help in strategic decision making
- o Demonstrated ability to build and manage financial models for business forecasting, variance analysis, and problem solving

Experience and Skills Required

- o Must be proficient in Quickbooks
- o Must thrive in all Office programs and computer platforms
- o Excellent attention to detail and knowledge of financial systems and reports
- o Availability to be in-office at least once a week and potentially more often as needed
- o Demonstration of strong communication and collaboration skills

Basic Qualifications

- o Bachelor's degree in finance, accounting, business or related field
- o 4+ years of relevant finance/accounting experience
- o 4+ years Excel experience

Send resume, cover letter and salary history to jobs@socialenterprises.net. Only emailed responses will be accepted, direct correspondence to "Hiring Manager" and subject line must read, "Bookkeeper Position". Social Enterprises Inc. is an equal opportunity employer.