

Announcement—Finance Assistant

The GEC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. At the GEC, we don't just accept difference—we celebrate it, we support it, and we thrive on it for the benefit of our initiatives and Georgia's natural resources.

Summary

GEC was founded in 1990. Its mission is to assure a clean environment and healthy economy for citizens of coastal Georgia. GEC engages residents who live, work, and play in neighborhoods near hazardous waste sites and active polluting industries; have poor air and water quality; or who face impacts from climate change. GEC advocates for environmental justice and works to empower affected citizens by organizing them around a united vision for change. Over the past 35 years, the GEC has helped organize communities around environmental justice concerns and provided crucial environmental health services to coastal Georgia.

GEC is recruiting an experienced and highly motivated Finance Assistant to join our team. As the Finance Assistant, the successful candidate will play a vital role in reviewing the financial health and overseeing the success of our organization. They will manage all financial activities, assist in analyzing financial data, and provide strategic guidance to our team. Expertise in financial planning, budgeting, forecasting, and reporting will be essential in driving our organization toward achieving its financial objectives. This is an exciting opportunity for an experienced and motivated finance professional to join our team and contribute to our organization's growth and success.

The Finance Assistant must report directly to the organization's main office in Brunswick; remote work is subject to the discretion of the Executive Director.

Primary Tasks and Responsibilities

- Process receipts, prepare bank deposits, enter vendor invoices and other disbursement requests into accounting software.
- Monitor and manage the company's budget, expenses and cash flow, ensure that the financial targets are achieved.
- Implement and enforce financial policies and procedures to ensure compliance with legal and regulatory requirements.
- Manage financial audits and work with external auditors to ensure compliance with regulatory standards.
- Prepare financial reports and forecasts, including balance sheets, income statements and cash flow statements.
- Oversee the accounting and ensure that the financial records are accurate.
- Provide financial guidance and support to other organization personnel to help achieve their objectives (financial, programmatic, grant reporting, etc.).
- Stay up-to-date with industry trends and best practices in financial management.

Required Education and Experience

- Bachelor's degree **or** equivalent education or work experience in a relevant field.
- 1-3 years' experience in financial management or accounting.
- Experience and working knowledge of financial management software and collaborative tools like QuickBooks, Microsoft Office Suite (Outlook, Excel, Word, PowerPoint), Zoom, Adobe Acrobat, and Google Drive.

GLYNN ENVIRONMENTAL COALITION

Finance Assistant – Position Announcement

Preferred Qualifications

- Strong understanding of nonprofit financial planning and risk management.
- Strong knowledge of accounting principles, practices, financial regulations and tax regulations.
- High attention to detail and analytical skills to interpret large volumes of data and spot accounting anomalies.
- Excellent organization and time management skills with ability to prioritize and manage multiple tasks in a fast-paced environment.
- Ambitious individual who self-motivates, creative problem-solver, and a self-starter.
- Ability to work independently and as part of a team.
- Excellent communication, interpersonal and presentation skills.
- Education, work, or volunteer experience related to community campaign canvassing, environmental justice and other environmental issues.

Additional Details

- Part-time, \$20/hr. for approximately 15 to 20 hours a month.
- Due to the nature of the work, early morning, evening, and weekend work **may be required**.
- Reliable transportation is necessary to travel locally around Brunswick for community engagement.
- The position will remain open until filled and work will start as soon as allowable.

How to Apply

Interested individuals should submit a complete application via email to gec@glynnenvironmental.org with “Finance Assistant - Application” in the subject line.

A complete application includes:

- **One (1) PDF file** no more than three (3) pages in length containing:
 - A resume or CV
 - Three references

Application materials *must be merged* into **one (1) PDF file** totaling no more than three (3) pages in length. *Incomplete applications will not be considered.*

Completed applications can be submitted via email to *Within 72 hours, you will receive an email confirming receipt of your application.* **If you do not receive a confirmation email, please call 912-466-0934** (your email likely has gone to spam).

For questions about this opportunity, please contact Rachael Thompson by emailing gec@glynnenvironmental.org or calling 912-466-0934.