

Finance & Operations Assistant

Advancing the Clean Energy Future



**Acadia
Center**

Boston, MA
Hartford, CT
New York, NY
Providence, RI
Rockport, ME
Ottawa, ON, Canada

Acadia Center, a non-profit, research and advocacy organization committed to advancing the clean energy future, is seeking Finance & Operations Assistant. Acadia Center is at the forefront of state and regional efforts to build clean, low carbon and consumer friendly economies. Acadia Center provides accurate and reliable information, and offers a real-world and comprehensive approach to problem solving through innovation and collaboration.

Position

The Finance & Operations Assistant will work closely with Acadia Center's Director of Finance & Operations to provide essential administrative services from our central administrative office in Rockport, ME. Scope of responsibilities include: 1) expense tracking and reporting; 2) assistance with accounting functions such as accounts payable/receivable, financial reporting, equipment purchasing, travel planning and time management; 3) compliance with state reporting and tax regulations; 4) administrative and development support including website maintenance, email lists, calendars, lobby registration/reporting, and document archives related to funders and other organizational activities.

Qualifications

The ideal candidate will possess exceptional interpersonal and office management skills.

- Financial experience and/or training in business administration preferred.
- Familiarity with Quickbooks, ADP Easy Pay, web software (CMS, Constant Contact, Survey Monkey, Doodle) is a plus.
- Ability to organize and prioritize multiple projects, and to ask for direction when needed
- Self-motivated with ability to work independently.
- 1+ years' experience in relevant work experience.
- Commitment and enthusiasm for mission driven non-profit organizations.
- Microsoft Office Suite (Word, Excel and PowerPoint) required.

Hours and Compensation

This position is based in Rockport, Maine and can be fashioned as full, part-time or flex-time with pro-rated benefits. Salary is commensurate with the selected candidate's experience and skill level. To apply: Please send a resume and two references to admin@acadiacenter.org with the subject line **Operations Assistant and your last name**. Phone calls will not be accepted.

Acadia Center is an Equal Opportunity Employer. Acadia Center seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, religion, sex, national origin, age, citizenship, sexual preference or physical disability.