



Job Title:
CAN! Development Associate

Job Description:

The **CAN! Development Associate** will support CAN! development and administrative needs, goals and aspirations. Working closely with the CAN! Director, the CAN! Development Associate will work collaboratively and independently, executing weekly and as-needed accounting and development activities. Responsibilities will include maintaining accounting records such as invoicing and payments logs, bi-weekly payroll administration, tracking and formal registration of worker's compensation book-keeping, grants contract management administration, supporting grant writing activities and grant documentation; maintaining State and Municipal licensure, insurance compliance record-keeping and payment schedule oversight.

Specific responsibilities:

- Coordinate weekly administrative duties required for ongoing management of State, City, and independent contracts for the organization
- Provide support for payroll documentation and time tracking in Gusto payroll software
- Make payment and payroll reports to State Compensation Insurance Fund
- Invoice and document expenses and losses, entry data on Quickbooks
- Communicate and work with community volunteers, local government staff and officials
- Collaborate with local community and non-profit organizations
- Maintain and develop internal accounting and tracking systems

Qualifications:

- Preferred candidates show a strong passion for environmental sustainability
- Experience with Quickbooks, Gusto, State Compensation Fund platforms strongly desired
- Strong candidates will be self-motivated and eager to work on a diversity of administrative tasks, from accounting to payroll to problem-solving bureaucratic hurdles
- Strong candidates will have excellent communication and teamwork skills

Compensation:

\$25-30/hour with paid sick leave

2-3 full days/week - up to 24 hours/week

Email: ClimateActionNowCA@gmail.com with your resume

In-person work is located within the City and County of San Francisco