



Leading the Way to a Sustainable Montana

www.aeromt.org

April 6, 2017

Position Opening: Administrative Accounting Assistant/Donor Data Entry Assistant

Closing Date: Open Until Filled

About AERO:

AERO is a statewide 501c3 non-profit organization dedicated to advancing solutions that promote resource conservation and local economic vitality in Montana. AERO programs support individual and community action to advance our goals in renewable energy, sustainable agriculture, local food, and resilient communities.

Position Summary: This is a part-time position at 5 hours per week in a downtown office setting. Major duties relate to the entry and management of AERO's donations, memberships and sponsorships and other accounting tasks. Duties include:

- Pick up, open and distribute all mail 2x/week
- Open all donations, copy checks and stamp checks for deposit and assign accounting code
- Enter donor and donation information into Donorsnap and generate thank you letters/postcards
- Create monthly excel spreadsheet for online Donorsnap donations and provide to Executive Director
- Update Donorsnap Manual as needed
- Manage invoices and assign accounting code, review financial reports and bank statement reconciliation and other minor bookkeeping tasks as assigned
- Other duties as assigned by Outreach Director and Executive Director

Qualifications:

- Familiar with simple bookkeeping procedures
- Familiar with database management
- Familiar with Microsoft Office (Excel and Word)
- Comfortable in an office setting and working with staff

Compensation: Negotiable, based on relevant experience

How to Apply: Please provide a cover letter that summarizes your interest, skills and qualifications along with a resume and contact information for 3 work references. Email applications to interimed@eromt.org and use "AERO Administrative Assistant" in the subject line.