

PLOUGHSHARES FUND

ACCOUNTING CLERK PART-TIME – 20 HOURS PER WEEK

About Ploughshares Fund

Ploughshares Fund is a global security foundation that seeks to reduce nuclear threats and ultimately eliminate nuclear weapons. We believe everyone has the right to a safe and secure future. In order to fundamentally transform nuclear policy, we seek to strengthen the nuclear field with new voices and diverse perspectives; motivate the public and build power with allies; stimulate new approaches and challenge status quo thinking; and catalyze inclusion within the nuclear field and our organization through Equity Rises.

Equity Rises aims to increase equity and justice in nuclear policies and institutions by empowering diverse voices, cultivating inclusive spaces (across identity, sector, and geography), and collaborating with new partners both inside and outside the nuclear field.

Ploughshares Fund is a public foundation that relies on the generous support of individuals, families and foundations.

General Description:

The Accounting Clerk is a key member of the Finance Team, reporting directly to the Finance Director/Controller. They will be responsible for all day-to-day bookkeeping activities as well as supporting the Director with additional accounting projects. This position requires high attention to detail, reliability, and a basic knowledge of accounting.

In this job you will:

- Process accounts receivable, accounts payable, grants payable, and other general ledger transactions.
- Export and reconcile all transactions in Bill.com and Stripe (AP & AR) into FundEZ accounting software.
- Prepare, enter and reconcile weekly bank deposits into accounting software.
- Reconcile revenue and contributions with the fund development team, ensuring accurate entry and coding.
- Reconcile bank accounts monthly and support quarterly closing process.
- Prepare regular reports for the Finance Director (monthly, quarterly, reconciliation, department, etc.)
- In collaboration with the Finance Director, ensure compliance with all GAAP principles, nonprofit policies, laws, and regulations, including conducting the annual audit and processing 1099s.
- Work with the Finance Director on other ad hoc projects.
- Engage in continuing education to maintain and enhance job knowledge and skills.

To do this job, you will need to have the following skills. We understand that candidates may not initially have all these skills, but we ask that you have most of them when you apply.

- High attention to detail and produce work with high level of accuracy.
- Knowledge of administrative and office procedures.
- Skills with technology, including computerized accounting systems, Microsoft Office, spreadsheets, and cloud-based software.
- Skill with mathematical reasoning and facility with numbers.
- Ability to manage projects, including planning, organizing, implementing and time management.
- Ability to meet deadlines and follow through to complete tasks.
- Ability to work independently as well as part of a team.

We require all of our staff to have the following skills, drawn from our organizational values of cooperation, adaptability, understanding and our commitment to Equity Rises:

- Generate new ideas with other staff members by cultivating curiosity.
- Build trust by forgiving others' mistakes and taking responsibility for their own.
- Communicate needs around tasks, priorities, and deadlines clearly to colleagues.
- Adjust their workflow (pace, topic, relationships) to respond to immediate challenges.
- Learn from and respond to others through active listening.
- Ensure their own work derives from the organization's mission and goals (for example, in strategies and workplans).
- Reflect on and address power (personal and organizational) when communicating and making decisions.
- Help set and achieve departmental and organizational diversity, equity, inclusion and accessibility (DEIA) goals.

For this position we require that you have the following experience:

- Two years of relevant experience.
- Basic knowledge of accounting, the application of generally accepted accounting principles (GAAP), and accounting software including spreadsheets and Microsoft Office.

Physical requirements:

- Ability to work at a computer for the majority of the day.
- Some travel maybe required.

Compensation and Benefits

This is a part-time, 20 hour per week position, based in San Francisco, CA requiring a minimum one day a week in the office. Ploughshares Fund allows for some remote work flexibility regarding both location and scheduling. For example, in person meetings may be required for specific job functions, collaboration and onboarding, with remote flexibility allowed for independent project work.

This is an Associate level position which has a set hourly rate between \$22.12 and \$33.17. The maximum starting rate will be the midpoint, \$27.64/hour, and depend on your skills as stated above. Ploughshares Fund offers part-time employees paid vacation time, paid sick leave and paid holidays.

To Apply

Please submit your application along with a resume and cover letter that highlight how you meet the required skills and experience noted above. Please do not contact us by phone. To learn more about Ploughshares Fund, please visit ploughshares.org.

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