



Title: Certification & Accounting Coordinator

Reports to: CEO

Organizational profile and culture:

1% for the Planet is a global organization that accelerates smart environmental giving. We are motivated by our recognition that the current level of environmental giving—only 3% of total philanthropy—is not enough to solve the most pressing issues facing our planet. 1% for the Planet inspires people to support environmental organizations through annual memberships and everyday actions. We advise on giving strategies, we certify donations and we amplify the impact of the network.

Started in 2002 by Yvon Chouinard, founder of Patagonia, and Craig Mathews, founder of Blue Ribbon Flies, our members have given more than \$250 million to environmental nonprofits to date. Today, 1% for the Planet is a network of more than 3,000 business members, an expanding core of individual members and thousands of nonprofit partners in more than 90 countries. Our headquarters are located in Burlington, Vermont with staff located around the world.

Job overview:

Reporting to the CEO, the Certification & Accounting Coordinator supports the organization by managing certification of our network's global environmental giving through tracking and processing all payments and donations to 1% for the Planet.

This position plays an integral role in 1% for the Planet's annual member certification process by providing best-in-class database management, detailed recordkeeping and excellent internal team support. This person will interact daily with the Community & Impact team through invoicing members, approving donations and reconciling payments. In addition, this person will also support coding and reconciliation of transactions across all organizational teams.

This role will participate on our Community & Impact team, as well as our Finance team, and will coordinate closely with our bookkeeping service. Specific to certification, which is the core function of this role, the Certification & Accounting Coordinator will manage daily submissions of annual certification materials including: revenue documentation and donation receipts.

This role will diligently review, upload and approve certification materials to complete our business and individual member's annual certification process. Additionally, the Certification & Accounting Coordinator will support the annual renewal of our members by invoicing annual renewal fees, processing all associated payments and documenting payments in our CRM System i.e. Salesforce.

The ideal candidate is a confident self-starter and a systems thinker, is driven by data, and has a passion for data integrity. We view our staff as part of our global movement of businesses, nonprofits and individuals who care deeply about our planet. The Coordinator will lead this effort by providing best-in-class financial and database management to our team and our global network.

Key responsibilities:

Database management:

- Reviews, enters and approves all certification materials into CRM system i.e. Salesforce
- Creates reports and dashboards to track progress to annual goals
- Provides weekly reports to account managers for additional documentation requests and completed certifications
- Leverages Salesforce features to increase efficiencies of the annual certification process

Finance and account management:

- Sends and processes all annual renewal fee invoices, includes following up with reminders when needed and coordinating with account managers on aging invoices
- Coordinates distribution of funds from relevant disbursement funds
- Reconciles membership fees, donations and any other payments—on weekly and monthly basis
- Reviews monthly transaction reports and supports accurate financial coding
- Assists with quarterly financial reporting, providing any reports needed
- Assists with annual audit, providing requested reports, reconciliations, etc.

Additional responsibilities:

- Communicates clearly with account managers to coordinate certification outreach efforts, data integrity across the team and to ensure best-in-class internal team support
- Works with Brand & Marketing and Community & Impact teams to enhance the functionality of online certification portal
- Works closely with CEO to ensure all financial coding, tracking and reconciliation is accurate
- Drives 1% for the Planet's key organizational metric: certified environmental giving

Job qualifications:

- Passion and enthusiasm for data, financial accounting and mission-driven work
- Undergraduate degree and/or 2-4 years professional experience in an accounting or finance position
- Understanding of basic accounting standards and practices
- Excellent time management skills, attention to detail and the ability to adhere to deadlines
- Proficiency in Microsoft Office (Excel) and Google (Google Docs)
- Experience in Salesforce and HubSpot (preferred)

To apply: please send a cover letter, resume and portfolio to jobs@onepercentfortheplanet.org. This position will be based at Burlington, Vermont headquarters, (currently remote).