



Palouse-Clearwater Environmental Institute

Business Manager

Job Announcement

May 2019

Qualifications

PCEI is seeking a candidate with the following skills and experience:

- At least three years of managerial and/or accounting experience.
- Is detail-oriented, meets deadlines, and is self-motivated.
- Preference will be given to candidates with a degree in accounting, business or a closely related field.
- Preference will be given to candidates with experience in the non-profit sector
- Preference will be given to candidates with demonstrated involvement in environmental issues.
- Demonstrated organizational skills and business systems development.
- Demonstrated skills in working in a fast-paced, diverse, and frequently changing organization.

Compensation

Full time, starting at \$40- 44K with opportunity for advancement, DOE, plus a generous benefits package

Starting Date

ASAP. Projected training late June, start July 1

Application Deadline

We will be accepting applications until position is filled.

Submit resume and letter of application to: PCEI, PO Box 8596 Moscow, ID 83843,
admin@pcei.org, phone: 208.882.1444