



Vacancy Accounting & HR Coordinator

Position Classification: Part-time, Non-Exempt (Hourly)
32 Hours/Week

Reports To: Operations Director

Wage: \$17-\$20/hour (Salary is commensurate with experience)

Based: Remotely or at MREA office in Custer, Wisconsin

Approximate Start Date: January/February 2021

To Apply

To apply, please send:

- Cover letter detailing your qualifications (PDF)
- Resume including education and experience (PDF)
- Contact information for three professional references (PDF)

All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.

Deadline

Applications will be accepted through 5:00 p.m. Central Time on Monday, January 10, 2021.

Job Description

The Accounting & HR Coordinator is responsible for accounting and payroll functions including submitting payroll, data entry, record keeping of financial transactions, exporting and preparing reports from QuickBooks, credit card receipt entry, assisting in accounts payable and receivable, and complying with local, state & federal government reporting requirements (withholding, social security, W2s, 1099s, and so on). They will work closely with the Operations Director to ensure compliance with MREA financial policies and procedures.

In addition, this individual will lead new employee onboarding as well as assist in the hiring process for MREA vacancies, assist in annual financial and worker's compensation audit preparations, filing of annual non-profit permits and licenses, and event registration support as needed.

Key Responsibilities

General Administration

- Participate in MREA staff meetings and planning sessions as needed
- Maintain instructional documents for position description, coordinate with others as needed
- Collection and maintenance of contractor and onsite visitor certificates of insurance
- Assist in monitoring of app performance and needs assessments as necessary (virtual time tracking, etc.)
- Assist in maintaining Staff Resources digital information center (internal instructional documents, formal policy and procedures, travel reimbursement templates, position descriptions, etc.)

Financial

- Be aware of, compliant with, and able to answer questions related to MREA financial policy and procedures as written by Management and approved by the MREA Board of Directors.
- Taxes
 - Complete reporting and payments related to all necessary taxes (Payroll, unemployment, sales and use, 1099s, etc.)
 - Maintain records for all filings
 - Collect and maintain W9 records
- Payroll (Managed through QuickBooks)
 - Process payroll bi-weekly and in a timely manner for 18 permanent staff (on average) and many unique, limited term employees from multiple states
 - Complete annual W2 filings
 - Assist Operations Director in managing employee timesheet policy compliance
- Accounts Receivable (Managed through QuickBooks)
 - Assist in generating invoices per employee request and follow up with employees when customer accounts are past due
 - Enter income from multiple income sources (PayPal/Credit Card, Square, Direct Deposit)
 - Enter cash and check income*
 - Weekly bank deposits*
- Accounts Payable (Managed through QuickBooks)
 - Print checks weekly per Management Team's approval*
 - File checks weekly for archives*
 - Enter credit card expenses
 - Prepare class expense breakdowns as needed (Email marketing, etc.)
 - Assist in entering bills and monitoring due dates
 - Manage and review staff travel reimbursements for submission to Operations Director
- Annual Audits
 - Assistance in preparing books for annual audit and work with Operations Director and external accountant to complete necessary audit tasks
 - Assist in gathering reports for Worker's Compensation audit as necessary
- Preparation of financial reports
 - By Request & quarterly financial report distribution to program leads
 - Entry of annual approved budget
- Reconciliations
 - Perform monthly reconciliations of MREA checking accounts*
 - Perform report reconciliations in partnership with staff area leads/management (membership, courses, etc.) with assistance from Operations Director as necessary
 - Assistance in quarterly reconciliation of statements and balance sheets for review by external accountant and review by MREA Board of Directors.
 - End of year time off (vacation and holiday) accrual reconciliations for hourly staff
 - Perform monthly reconciliation for unclassified items

***Task dependent on employee location**

Events

- Be aware of, compliant with, and able to answer questions regarding event financial policy and procedures
- Be a part of the financial team during The Energy Fair and other events as necessary

Human Resources

- Work with the MREA Leadership team with hiring process for all new hires,
 - a. Assist in creation of vacancies
 - b. Posting of vacancies
 - c. Interviewing candidates as necessary
 - d. New hire paperwork & reporting
 - e. Assist and lead new hire onboarding as necessary
- Work with staff to ensure compliance with MREA personnel policies and Employee Handbook
 - a. Be available to answer employee questions regarding Employee Handbook
- Assist in maintenance of personnel records ensuring legal compliance including confidentiality

Personnel

- Attend staff meetings and professional development days as needed
- Participate in annual self-review
- Participate in MREA Board of Director meetings and planning sessions as necessary
- Support MREA events and activities, as needed

Qualifications

A successful candidate will be/have:

- Results oriented and self-directed, with a passion for the MREA's mission
- Organized and focused with proven ability to prioritize and complete activities with deadlines
- Consistent and maintain a high attention to detail
- Comfortable with their work being reviewed by internal and external parties (co-workers, Board of Directors, audit firms, accountants)
- Comfortable working on their own as well as one-on-one with many different staff
- Able to keep records and data confidential
- Proficient in QuickBooks, Excel, and Microsoft Office
- Experienced in delivering friendly customer relations
- 2 years demonstrable professional experience in a related field (accounting, business administration, finance, etc.)
- Have knowledge of generally accepted account principles.

Preference will be given to candidates who have:

- An associates or bachelor's degree in a related field, including accounting, business administration, or finance
- A strong understanding of business and income tax worksheets, computations, and filings
- Experience in services related specifically to payroll
- Experience in completing necessary 501(c)(3) organization taxes
- 3+ years of professional experience in a related field
- Experiencing performing non-profit taxes

Compensation & Benefits

- Salary is commensurate with experience
- Paid vacation & holidays
- Paid wellness leave
- Remote work eligible
- Flexible work environment
- Free electric vehicle charging at Custer Office
- Casual dress code
- Free registration to MREA trainings
- Paid training when necessary/applicable

About MREA

Mission: The MREA promotes renewable energy, energy efficiency, and sustainable living through education and demonstration.

MREA is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates the law. MREA is committed to building a diverse staff and strongly encourages applications from qualified people regardless of their age, ancestry, color, creed, disability, marital status, military status, mental or physical disability, source of income, national origin, race, religion, sexual orientation, gender, gender identity, or any other class protected by law. MREA does not discriminate on the basis of these characteristics in any personnel action.

To Apply

To apply, please send:

- Cover letter detailing your qualifications (PDF)
- Resume including education and experience (PDF)
- Contact information for three professional references (PDF)

All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.

Deadline

Applications will be accepted through 5:00 p.m. Central Time on Monday, January 10, 2021.