



## Vacancy Bookkeeper

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<b>Position Classification:</b>	Part Time – Non-Exempt (Hourly) 10-15 hours per week
<b>Reports To:</b>	Operations Director
<b>Salary:</b>	Wage Per Hour: \$16
<b>Based:</b>	Custer Office
<b>Approximate Start Date:</b>	August 2019

### Job Description

The bookkeeper is responsible for overall accounting and payroll including data entry and record keeping of financial transactions, exporting and preparing reports from QuickBooks, credit card statement reconciliations, accounts payable and receivable, completing necessary journal entries, and complying with local, state & federal government reporting requirements (withholding, social security, and so on).

### Qualifications

A successful candidate will:

- Have a passion for MREA's mission
- Be results oriented
- Be a self-directed professional
- Be organized with a proven ability to prioritize and complete activities to satisfy deadlines
- Have a consistent and high attention to detail
- Have extensive data entry experience
- Be comfortable with their work being reviewed by internal and external parties (co-workers, Board of Directors, audit firms, accountants)
- Be comfortable working on their own as well as one-on-one with many different staff
- Be able to keep records and data confidential
- Have proficiency in QuickBooks, Excel, and Microsoft Office
- Have experience delivering friendly customer relations
- Have demonstrable professional experience in a related field
- Have knowledge of generally accepted account principles.

Preference will be given to candidates who have:

- An associates, bachelors, or other advanced 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

## Key Responsibilities

### 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, etc.)
  - Maintain records for all filings
- Payroll (Managed through QuickBooks)
  - Process payroll bi-weekly and in a timely manner for 15 permanent staff on average and many unique, limited term employees
  - Assist Operations Director as necessary to ensure that all staff have submitted timesheets
- Accounts Receivable (Managed through QuickBooks)
  - Generate invoices per employee requests and follow up with employees when customer accounts are past due
  - Enter income from multiple income sources (PayPal, Square, Cash & Check)
  - Weekly bank deposits
- Accounts Payable (Managed through QuickBooks)
  - Print checks weekly per Management Team's approval
    - File checks weekly for archives
  - Enter credit card receipts and perform account reconciliations
  - Enter bills and monitor due dates
    - Alert Operations Director when a bill is not listed as payable by Management Team and due for payment
- Annual Audits
  - Assistance in preparing books for annual audit and work with Executive Director, Operations Director, and external accountant to complete necessary audit tasks
  - Assist in gathering reports for Worker's Compensation audit as necessary
- Preparation of P&L reports/balance sheets as requested (often monthly for some departments)
- Reconciliations
  - Perform report reconciliations in partnership with staff area leads and management
  - Assistance in quarterly reconciliation of statements and balance sheets for review by external accountant and review by MREA Board of Directors.
- Work with Executive Director and Operations Director to prepare backup paperwork for Department of Energy Award reporting and reimbursement submission

### General Administration

- Maintain instructional documents for position description, coordinate with others as needed

### Personnel

- Attend staff meetings and professional development days as needed
- Participation in staffing The Energy Fair (Held annually in June)
- Participate in annual staff reviews
- Participate in MREA Board of Directors meetings and planning sessions as necessary

## Compensation & Benefits

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

## To Apply

To apply, send a PDF that includes a cover letter detailing your qualifications, a resume including education and experience, and contact information for three professional references. All correspondence must be electronic and sent to Amiee Wetmore at [apply@midwestrenew.org](mailto:apply@midwestrenew.org).

## Deadline

Applications will be reviewed as they are received. Please submit your materials as soon as possible as an applicant may be selected at any time.

## 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 employing 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.

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