



**FINANCE AND HUMAN RESOURCES MANAGER**  
**Full-Time Position**  
**Seattle, Washington**

**Background**

The NW Energy Coalition is an alliance of about 100 environmental, civic, and human service organizations, progressive utilities and businesses in Oregon, Washington, Idaho, Montana and British Columbia. We promote development of energy efficiency and renewable energy, low-income and consumer protection in energy policy decisions, and fish and wildlife restoration on the Columbia and Snake rivers.

Energy policy is critical to the Northwest's economic and environmental health. Ensuring that individual utilities, state governments and the region pursue clean and affordable energy strategies for meeting the region's energy needs is a central focus.

This position is located at our downtown Seattle office in the historic Colman building. The Coalition is a small non-profit organization with 11 staff (4 of whom are not based in Washington).

**Job Overview**

This position will "keep our house in order," serving as lead on our finances and accounting (AP, AR, reconciling, compliance), human resources (hiring, benefits, payroll, personnel policies and recordkeeping), and general office management (supplies, vendors, IT).

**Principle Duties and Responsibilities:**

**Financial Management and Accounting**

- Process AP, AR, payroll, monthly reconciliations, contractor W9 forms
- Prepare regular financial reports and budgets
- Oversee audit, 990, 5500 and prepare all government and related filings and reports
- Liaison to treasurer of the Board, Board finance committee, contract accountant and auditor
- Work with finance committee on financial policies and risk management issues

**Human Resources**

- Prepare and submit monthly payroll to Paychex
- Work with executive director on staffing, personnel policy development and implementation
- Keep organizational employee policy manual up-to-date and maintain recordkeeping and personnel files
- Manage benefits package and employee changes

**Office Management**

- Manage IT concerns of staff and work with IT consultant on system maintenance and updates

- Order office supplies and manage vendors as needed
- Develop operational manuals and keep up-to-date
- Liason with building management

## **Qualifications:**

### Required skills

- Four to six years experience in non-profit finance, bookkeeping and operations.
- Exceptional attention to detail and experience working in teams.
- Demonstrated ability to prepare organizational and project budgets, balance sheet, profit & loss statement, and to keep accurate and organized records.
- Proficient with QuickBooks, Excel
- Must be a resourceful worker with a can-do attitude who can take initiative, follow through and manage time efficiently.
- Experience handling multiple projects and priorities.

### Desired skills

- Experience working with payroll and benefit vendors and HR experience
- Experience with Office365 administration
- Experience working with contractors and vendors
- Curiosity about technology and how it can help people collaborate

**Salary and benefits:** Salary \$51,000 to \$56,000 DOE. Excellent benefits include generous medical, dental and vision insurance, four weeks paid vacation, ten paid holidays and employer-matching retirement plan. NWECC is an equal opportunity employer.

**Position is open until filled.** Application review will begin 12/8/17. In order to help us efficiently process applications and to ensure that your application is received, please observe the following:

- 1.) Please submit a resume and cover letter via email to Alicia Healey at [alicia@nwenergy.org](mailto:alicia@nwenergy.org).
- 2.) In the subject line of your e-mail: "Your Full Name, Finance and HR Manager"
- 3.) In your cover letter, please reflect on your experience with organizational finance and HR administration (as well as where you heard about the position).