



NW Energy Coalition

FINANCE AND HUMAN RESOURCES MANAGER

Part or Full-Time Position

Seattle, Washington

Posted September 23, 2021

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. Our mission is to advance clean, equitable, and affordable energy policies by leveraging our analytic expertise and convening a broad alliance of people and organizations. We envision Northwest communities that benefit from a carbon-free energy system that equitably meets the needs of people and preserves the region's natural resources. We promote the development of renewable energy, energy efficiency, consumer protection, equitable and affordable clean energy services for all consumers, and fish and wildlife restoration on the Columbia and Snake rivers.

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 (five of whom are not based in the Seattle area). We are currently working remotely with occasional scheduled visits to the office as needed.

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 (and those as assigned by the Executive Director):

Financial Management and Accounting

- Process AP, AR, monthly reconciliations, contractor W9 forms
- Prepare and submit monthly payroll to Paychex
- Prepare regular financial reports, budgets, and financial reports for grants
- Oversee audit, 990, 5500
- Track 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

- Work with executive director on staffing, personnel policy development and implementation
- On-board and off-board staff
- 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 lead monthly meetings with IT consultant and key staff 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

- At least five years experience in non-profit finance, bookkeeping and organizational operations.
- Demonstrated ability to prepare organizational and project budgets, financial statements, and to maintain accurate and organized financial records.
- Proficient with QuickBooks, Excel
- Must be a self-starter with a can-do attitude who can take initiative, follow through and manage tasks and time efficiently.
- Exceptional attention to detail and experience handling multiple projects and priorities.

Desired skills

- Experience working with:
 - payroll and benefit vendors
 - human resource issues
 - Office365 administration
 - contractors and vendors

Salary and benefits: Salary \$56,000 to \$61,000 DOE and adjusted if part-time. Excellent benefits (available for half-time employees as well) include generous medical, dental and vision insurance, four weeks paid vacation, 11 paid holidays and employer-matching retirement plan. NWECC is an equal opportunity employer. All applicants will be considered for employment without attention to race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Position is open until filled. Application review will begin 10/11/21. 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 NWECC at kat@nwenergy.org.
- 2.) In the subject line of your e-mail: "Your Full Name, Finance and HR Manager"
- 3.) In your cover letter, please include where you heard about the position.

For more information about the NW Energy Coalition go to www.nwenergy.org.