

Job Announcement Neighborhood Energy Connection

Job Title: Finance and Human Resources Manager
Job Status: Part-Time Permanent, Exempt
Hours: 32 hours per week including occasional evenings.
Benefits: Company-paid medical, dental, and long-term disability insurance; personal days and holidays; matched tax-deferred retirement.
Starting range: \$22-\$26 / hour depending on qualifications
Starting Date: June 28, 2010
Reports To: NEC Executive Director

The Neighborhood Energy Connection (NEC), a 25-year-old nonprofit environmental organization, seeks a forward-thinking, entrepreneurial-minded, and highly-motivated individual to manage its finances. The NEC is a regional leader in the field of energy efficiency. With an expanding car sharing program and a long history in residential energy efficiency programs, the NEC is at the forefront of developing new tools for the burgeoning green economy.

Position Description: The Finance and Human Resources Manager is a qualified accountant responsible for managing the organization's finances and benefits programs.

Job Responsibilities:

1. Perform general accounting function including: bank reconciliations, fixed asset tracking, customer invoicing, and accounts payable.
2. Prepare monthly financial statements and provide monthly analysis of organization financial performance or significant issues to the Executive Director, Board of Directors, and Program Managers.
3. Administer employee benefits program, including medical, dental, disability insurance, retirement plans, etc.
4. Track usage and invoice NEC subtenants for rent and building services.
5. Maintain accurate personnel files, including performance reviews and employee status changes.
6. Prepare biweekly payroll information from NEC timesheets for payroll service. Review payroll reports for accuracy.
7. Prepare for annual financial audit, 990 filing and, when required, single audit.
8. Manage annual insurance renewal process.
9. Monitor the NEC investment portfolio and make recommendations for changes in investment and banking strategy.
10. Prepare financial information for grant reports.
11. Assist Executive Director and program staff with budgeting, operations planning and program planning.
12. Complete required tax filings (1099, W-2, sales tax)
13. Update financial procedures as necessary

Qualifications

- A degree in accounting or significant coursework at the college level, plus three to five years in small business or nonprofit accounting. Or a business degree with significant accounting experience
- Proficiency in accounting software – experience with Peachtree a plus
- Proficiency in Microsoft Word and the using the Internet
- Extensive experience and proficiency in using Microsoft Excel
- Knowledge and experience in employee benefit administration
- Ability to complete work efficiently with a high degree of accuracy
- Strong communication skills and ability to explain financial information to people with no accounting background
- Nonprofit accounting experience
- Team orientation and enthusiasm for energy efficiency issues

Applications will be accepted through June 11, 2010.

Please address a resume and cover letter to:

Mr. Chris Duffrin, Executive Director
Neighborhood Energy Connection
624 Selby Avenue
St. Paul, MN 55104

Electronic submissions are encouraged at chrisd@thenec.org

The NEC is an affirmative action, equal-opportunity employer. It is the policy of the NEC to hire without discrimination because of race, creed, religion, sex, color, national origin, sexual or affectional orientation, ancestry, familial status, age, disability, marital status, or status with regard to public assistance.