



Now Hiring: Accounting Manager/Bookkeeper
Applications are due Friday, September 16, 2022

RENEW Wisconsin seeks an experienced Accounting Manager/Bookkeeper to support our work to advance renewable energy in Wisconsin. The Accounting Manager/Bookkeeper position is responsible for providing grant tracking, financial records, and daily bookkeeping tasks to ensure RENEW WISCONSIN adheres to best practices and requirements for non-profit operations and reporting. Confidentiality, efficient time management, excellent organizational skills, and attention to accuracy are essential qualifications for this position, as is the ability to communicate clearly. This position will report to the Executive Director. The Accounting Manager/Bookkeeper will also be the primary liaison to RENEW's accounting firm on the annual audit and filing of tax returns.

This is expected to be a full-time position (30-40 hours per week). Part-time will be considered with the right candidate. After a three-month onboarding period, limited remote work options may be explored. In general, the position will require at least 75% in-office work.

Our organization is growing, and renewable energy opportunities are expanding throughout Wisconsin. We are looking for a candidate who takes pride in exemplary stewardship of nonprofit organization funds and resources and can help advance RENEW's initiatives and goals. This is an excellent opportunity to make a significant difference in Wisconsin's future!

RENEW Wisconsin is a 501(c)3 nonprofit organization headquartered in Madison whose mission is to lead and accelerate the transformation to Wisconsin's renewable energy future through advocacy, education, and collaboration. Our vision is clean, renewable energy, powering a strong, healthy, and vibrant Wisconsin.

Apply by Friday, September 16 by 5:00 pm CDT by sending your 1-page cover letter and 1-2 page resume to hr@renewwisconsin.org with "Accounting Manager/Bookkeeper." The salary range is \$45,000 to \$55,000. RENEW Wisconsin offers paid time off, a retirement matching program, and health premium reimbursement as part of our overall compensation package.

Learn more about our organization at www.renewwisconsin.org and www.facebook.com/RENEWWisconsin.

KEY COMPETENCIES

- An understanding of non-profit accounting operations
- Excellent written and verbal communication skills
- Ability to understand and communicate financial data, processes, and procedures
- Perform job responsibilities in an efficient and timely fashion
- Strong organizational skills; ability to manage priorities and workflow
- A high degree of attention to detail and accuracy
- Belief in and commitment to RENEW's renewable energy mission.

KEY QUALIFICATIONS

- Associates degree (or education) in accounting or business administration or three years of non-profit equivalent bookkeeping experience
- Knowledge of non-profit bookkeeping
- Committed to principles of generally accepted accounting principles (GAAP)
- QuickBooks and Excel expertise.

ESSENTIAL TASKS

- Managing, tracking, and reporting on grant and contract expenditures for a variety of programs and projects
- Responsible for essential tasks relating to Accounts Payable and Accounts Receivable as directed by the Executive Director and following RENEW's accounting policies and procedures
- Responsible for maintaining the general ledger in QuickBooks
- Ensures all expenditures are appropriately categorized
- Maintain an accurate and organized file system
- Prepare report data for the Executive Director to ensure timely compliance with local, state, and federal government reporting requirements.
- Provide clerical and administrative support as requested.
- Works closely with Executive Director to ensure accounting accuracy on a variety of focused/restricted accounts
- Liaison to RENEW's accounting firm on the annual audit and filing of tax returns.

ADDITIONAL INFORMATION

- There are no unusual physical demands placed on the individual in this position. An ability to sit and operate a computer for many hours during the workday is expected—occasional light lifting of 25 pounds or less.
- Office hours are typically 9 am to 5 pm Monday through Friday.

WORKING ENVIRONMENT

Work is performed in a small office environment. RENEW Wisconsin is an equal opportunity employer.