

# Part-Time Bookkeeper Job Description

Date Available: August 30, 2021

Start Date: November 1, 2021



## **Job Title**

Part-Time Bookkeeper

Approximately 20 hours per week.

## **Supervisor**

Executive Director

## **About The Energy Co-op**

The Energy Co-op is a sustainability-focused 501(c)(12) nonprofit cooperative providing renewable electricity, renewable natural gas, and heating oil services to thousands of households and small businesses in Southeastern Pennsylvania, Southern New Jersey, and Northern Delaware. As a member-owned cooperative, our customers are our owners. We are a team-based environment that prides itself on collaboration and employee development.

## **Position Overview**

The Part-Time Bookkeeper is primarily responsible for maintaining the company's general ledger, which entails recording daily transactions, including all receipts, deposits, and disbursements, preparing the month-end close, and assisting in preparation of financial statements. This person reports to the Executive Director and closely collaborates with the Operations Director and Energy Program Director.

An ideal candidate will have strong knowledge, experience, and skills in business accounting, internal or external auditing, and sales and business taxes and tax returns. Candidates must be comfortable performing both day-to-day bookkeeping functions as well as preparing monthly reports and year-end financial statements. Other required skills include internal and external communications (including with auditors and, as requested, the Board of Directors), managing multiple priorities and projects simultaneously, and keen attention to detail. Knowledge of, experience with, and an interest in renewable energy are a plus.

## **Representative Responsibilities**

- Update and maintain general ledger on QuickBooks Online
- Set up weekly ACH batches for approval of vendor payments
- Update and provide weekly cash position reports
- Meet weekly with the Executive Director, Operations Director, and Energy Program Director
- Prepare semi-monthly payroll using QuickBooks Online
- Complete month-end close, which will include the following:
  - Collaboration with the Energy Program Director to record itemized renewable energy costs and review of usage-dependent renewable energy credits for cost of goods sold;
  - Performance of bank and balance sheet reconciliations; and
  - Preparation of monthly financial reports for the Board of Directors and, as requested, attend Board of Directors meetings
- Pay monthly sales tax through the Pennsylvania Department of Revenue e-TIDES online Portal
- Conduct quarterly internal control meeting with the Board Treasurer
- Support the Executive Director, Operations Director, and other staff in the preparation of the annual budget
- Coordinate with outside auditors and staff to prepare for the annual audit, including preparation and review of financial statements, schedules, related documents, and tax return on Form 990

- Perform special projects and tasks, as needed

### **Required Qualifications**

- Bachelor's degree in accounting, finance, or related field
- Minimum of 5 years of experience in a bookkeeping or accounting role, preferably in a business-to-consumer (B2C) environment; thorough understanding of U.S. generally accepted accounting principles (GAAP) and related procedures
- Internal or external auditing and tax experience
- Advanced Excel skills (v-lookup, pivot tables, filters)
- Advanced skills with QuickBooks Online
- Experience with online banking and payment platforms
- Experience with Microsoft Office Suite
- Strong mathematics skills
- Highly organized with a keen attention to detail
- Strong written and oral communications skills
- Knowledge, experience, and a keen interest in renewable energy is a plus

### **How to Apply**

Please submit your cover letter and resume to Hillary Bedeian, Operations Manager, at [careers@theenergy.coop](mailto:careers@theenergy.coop) and use "Part-Time Bookkeeper" as the subject line. Tell us how you learned about this position, why you think you would be a good fit, and your salary requirements. Review of applications will be on a rolling basis and the position will remain open until filled. No phone calls, in-person applications, or recruiters, please.

### **Hours, Compensation, and Benefits**

This is a part-time, permanent, exempt position. The hourly rate is contingent upon experience. The Energy Co-op prides itself on providing work-life balance, competitive compensation, and pro-rated paid holidays.

### **Equal Opportunity Employer**

The Energy Co-op is an equal opportunity employer. Policy prohibits discrimination or harassment on the basis of race, color, religion, national origin, ancestry, gender, age, marital status, familial status, sexual orientation, disability, or veteran status. Further, The Energy Co-op supports and promotes equal employment opportunity, human dignity, and all forms of diversity.

### **COVID-19 Operating Notice**

Due to the pandemic, our staff is currently working in a hybrid work environment. For now, fully vaccinated employees may choose to work in the office or remotely and other employees must work remotely. As circumstances change, staff members may be required to work from the office, in which case, this part-time position would require the employee to work from the office one day a week. When working remotely, the selected candidate will (1) on a schedule determined with the Executive Director, participate with other staff in virtual meetings and teleconferences, and (2) be required to designate a safe, quiet remote space from which they can perform their responsibilities without distraction during normal business hours.