

Job Description
Superior Watershed Partnership
Accountant/Grant Administrator

- Reports to: Executive Director
- Accounting (Quick Books)
 - Accounts receivable/accounts payable/payroll processing
 - Monthly/annual general ledger entries
 - Prepare quarterly financial reports for the Finance & Board meetings
 - Prepare annual budget (for December Finance Committee Review)
 - Audit work papers and annual audit/federal single audit (if necessary)
 - Form 990 work papers
 - Maintain accounting system and controls
- Grant Administration:
 - Monthly financial updates of grants and monitoring of report due dates
 - Maintain grant reporting database
 - Create budget worksheets for proposed grants
 - Prepare required financial reports for grants
 - Request funds from grant sources (ASAP, advances, reimbursements)
- Payroll & Human Resources
 - Processing payrolls bi-weekly (GLCC/ECC and Admin/MEAP)
 - Payroll tax and liability payments
 - Quarterly state and federal tax reports and payments
 - 1099-Misc and W-2 year end forms and reports
 - New hire packets and required verifications
 - Initial health insurance and 401K enrollments
 - Stay current on ACA, minimum wage, payroll laws, unemployment, etc.
- Maintain Cash Flow
 - Track Deposits/Checks
 - Reconcile bank statements monthly
 - Coordinate transfers between bank accounts, line of credit
 - Request funds as needed/ASAP/Advances, Reimbursements, etc.
- Other
 - Monitor renewal dates on insurance policies – obtain new quotes as needed
 - Audit for Workers Comp policy
 - Daily pickup/drop-off at Energy office (documents, computer back-up)
 - General office (supplies, mailings, minor maintenance)
 - Maintain Square Store/donations
 - Maintain SAM account/State solicitation license and SIGMA account
 - Manage property tax exemption status for purchased real estate parcels
 - Other duties as assigned
- Physical requirements: Sitting/Standing 90% of time; lift up to 30 lbs.; drive vehicle

To apply, send a resume with cover letter to: Superior Watershed Partnership, 2 Peter White Drive, Marquette, MI 49855 or barb@superiorwatersheds.org. Deadline January 30, 2020.