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.