



EQUITABLE  
ORIGIN

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## **Equitable Origin Position Announcement Finance and Human Resources Coordinator – Part time**

Equitable Origin is a non-profit, multi-stakeholder organization incorporated in the United States with operations throughout North America, South America and Europe. Equitable Origin partners with business, government and communities to support transparent, sustainable and equitable energy development that benefits all stakeholders.

### **Responsibilities:**

Reporting to the CEO, this position is responsible for assuring the integrity and implementation of accounting, internal control systems and financial structures in accordance with all applicable laws, regulations and corporate procedures. This position is also responsible for establishing and processing payroll and assuring the accuracy, safety, and compliance of personnel records.

### **Finance/Accounting**

- Work with our accounting firm on bookkeeping using an automated accounting system with appropriate supporting documentation and internal control measures to assure timely and accurate record keeping in accordance with generally accepted accounting principles (GAAP) and all applicable laws, procedures and regulations.
- Monitor and track expenditures and transactions against grants and programs on a monthly basis. Ensure all expenses are coded to the appropriate account, funder and project.
- Prepare monthly financial reports for the Board.
- Assist CEO in annual budget formation and forecasting process and contribute to the administration of the budget by providing information on administrative expenses.
- Coordinate the organization's activities involving external audits and prepare audit evidence.
- Maintain cash flow by monitoring bank balances and cash requirements.
- Set up new vendors and maintain W9 vendor information.
- Manage and reconcile travel requests and expenses.
- Review and provide information for the annual 990.
- Prepare financial reports in compliance with grant requirements and grant applications.
- Manage, monitor and process accounts payable and accounts receivable including reviewing/coordinating billing details, issuing and sending invoices, recording and tracking income payment, reviewing monthly billing and reconciliation, processing and tracking donations, and making collection calls as needed.

### **Human Resources**

- Implement and manage payroll system.

- Prepare and process payments for worker's compensation.
- Research and implement health insurance offering and 403b.
- Manage inventory/maintenance of technology, equipment, facilities and supplies
- Maintain Employee Handbook, policies, procedures, compliance with employment laws.
- Manage new hire onboarding documentation and process.
- Administer and coordinate the day-to-day processing of benefit programs including new employees, changes, terminations, insurance claims and disability, keeping all tracking and records up-to-date.
- Coordinate open enrollment, providing timely information as requested and manage enrollment form processes for all employees.
- Conduct orientation for new employees signing up for benefits and process enrollment forms.
- Performs other duties as assigned.

**Qualifications:**

- Three years of experience with a non-profit organization involving three or more of the following areas of expertise: budgeting, accounting, cash management and forecasting, nonprofit financial management and analysis, auditing, human resources, or grants management
- Bachelor's degree in Accounting, Business Administration or related field
- Fluency in Spanish a plus.
- Knowledge/experience with Quickbooks and/or Gusto preferred.
- Excellent leadership, analytical, time management, and communication skills
- Attention to detail.
- Excellent interpersonal and communication skills including experience working well with internal teams and external stakeholders.
- Intermediate to advanced knowledge of MS Office, google sheets, and virtual meeting platforms (Zoom, Teams, Google Meets).
- Eligibility to work in USA.

**Location:** Remote USA – Must have virtual office set-up with high-speed internet.

**Type:** Part time

**To apply:** Please send a cover letter and resume to: [careers@equitableorigin.org](mailto:careers@equitableorigin.org) with the subject line: "Finance and Human Resources Coordinator Application"

**Deadline:** Please submit applications by **June 30, 2021**.

*Equitable Origin's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit based factors.*