

Staff Accountant

Polar Bear Sustainable Energy Cooperative (PBSE) is seeking a skilled, reliable, and value-aligned individual for the part-time roll of **Staff Accountant**.

PBSE is a young consumer cooperative aimed at providing holistic energy services to our members in Highland Park, Detroit, and beyond. We focus on low-income BIPOC communities who face barriers to access energy efficiency, clean energy, and other solutions to improve affordability, reliability, and health.

The Staff Accountant will advise on complex accounting matters and research accounting topics that impact cooperatives.

In this role you will:

- Process financial documents and record financial transactions
- Prepare and review monthly financial statements with the Board Treasurer
- Maintain financial records and equity account
- Maintain member equity account
- Coordinate with Board Admin Support to ensure timely delivery of monthly financial statements
- Be available upon request for questions, financial statement review and consultation

The Staff Accountant will report to the Board Executive Committee, consisting of Brian Donovan (Chair), Gibran Washington (Secretary), Eli Gold (Vice-Chair), Akanke Hill (Treasurer).

This will be an hourly contract 1099 position which we anticipate being under 5 hours per month. Projected hourly range for this position is \$75-85 per hour, commensurate with experience. PBSE will accept proposals with a higher hourly rate for exceptional candidates.

Desired qualifications are:

- Experience with nonprofit or not for profit accounting
- Background with consumer cooperatives
- Strong verbal and written communication skills
- High level of attention to detail
- Ability to work independently
- Candidates are encouraged to utilize their own accounting software, however it is not required
- Experience with WAVE Accounting software a plus

Alignment with values of racial and economic justice, energy justice, and the Jemez Principles for Democratic Organizing (<https://climatejusticealliance.org/jemez-principles/>)

To Apply: send an email to jobs@pbse.coop

Thank you!