



Minnesota Solar Energy Industries Association

We Move Minnesota Solar + Storage Forward

Position Description

Position

Manager, Finance & Operations (part-time - approximately 20 hours per week)

Reports to

Executive Director

Organization Description

The Minnesota Solar Energy Industries Association (MnSEIA) is a vital player in the state's fast-changing clean energy sector. As a 501(c)(6) nonprofit organization, our mission is to power Minnesota's sustainable energy industries through expert education and advocacy. We harness the strength of our 150+ member companies at the state legislature, in the regulatory arena, and in the courtroom—working to shape and safeguard equitable public policies and expand competitive markets. Through this work, we help deliver safe, reliable, affordable, and clean energy for all Minnesotans.

We envision a Minnesota where locally generated clean energy powers our homes, businesses, and communities. At MnSEIA, we are dedicated to an energy transition where every Minnesotan—regardless of income or background—shares in the jobs, savings, and ownership opportunities it creates. Our progress is driven by a commitment to ensuring consumers enjoy broad choice and competitive markets, always anchored by integrity and the rule of law as our North Star.

Job Duties

This role includes, but is not limited to:

Financial Support (60%)

- Oversee and liaise with outside accountants on:

- General ledger accounting, including journal entries, and month end close.
- Monthly bank statement reconciliation
- Monthly financial reports
- Accounts payable
- Monthly membership invoicing
- Year-end 1099s
- Monitor bank account, process fraud protection notices
- Report regularly to the Executive Director on key financial indicators and present monthly financial reports to the Board of Directors.
- Ongoing monitoring and management of accounts receivable and collections.
- Monitor organizational cash flow.
- Manage yearly budgeting and financial forecasting and monitoring.
- Liaise with the board treasurer and answer questions in a timely manner.
- Manage relationships with key business partners, including ongoing providers of benefits and tech services.
- Advise on vendor sourcing, review contracts and agreements, and assist in the vendor selection process.
- Work with staff to compile and submit state lobby reports as required.
- Work with Board and staff to produce budgets and financial reports for annual conference, other events, marketing, and partner sponsorships, and discretionary staff spending as required.

Operational Support: HR/Staff Support (20%)

- In conjunction with benefits providers, on-board new staff.
- Administer payroll, benefits, timekeeping, and compliance reports as required.
- Off-board departing employees.
- Oversee office administration and organizational procedures.
- Provide other staff support as requested.

Operational Support: Office Support (20%)

- Meet and greet guests coming to the office, and manage incoming phone calls and emails to the organizational info account.
- Act as the first point of contact for building management, including maintenance items.
- Order catering and other items for in-office meetings.
- Maintain required books and records, including board meetings, HR, benefits, and vendor files.
- Order computer equipment, phones, and other supplies for staff as needed.
- Maintain organization files (paper and digital).
- Oversee annual filings (insurance audits, Secretary of State)
- Provide other organizational management and oversight as needed or requested.

Job Qualifications

- Minimum of 5-7 years of experience as a financial analyst and/or a general accountant.
- Experience in nonprofit accounting and finance at a leadership level is strongly desired.
- Excellent proficiency with current office technology including Google, Microsoft, Quickbooks products and other organizational management software.
- Exhibits good and independent judgment and initiative on assignments.
- Excellent organizational skills with the ability to manage multiple priorities effectively; approachable and dependable.
- Must be able to maintain professional discretion.
- NOTE: This is a hybrid position and some in-office hours will be required (at least one day per week) at our St. Paul office.

Salary & Benefits

Salary

Commensurate with a part-time schedule, prorated from a full-time equivalent base of \$65,000 - \$75,000, depending on experience and qualifications.

Benefits

- Subject to part-time eligibility, potential benefits include employer-paid health, dental and vision insurance, disability, generous vacation, paid holidays, and retirement plan contributions.
- Flexible work hours.
- Opportunities for growth.

To Apply

Email your resume, cover letter, and salary requirements to info@mnseia.org with "Manager of Finance & Operations" in the Subject line.

Hiring Timeline

- **Application Deadline:** April 24, 2026
- **Interviews:** Late April 2026
- **Offer Extended:** By the beginning of May 2026
- **Target Start Date:** Early to mid May 2026 *(Note: An early May start date is highly preferred to allow the new hire to shadow our outgoing staff member for a seamless transition of duties.)*

Commitment to Diversity, Equity, & Inclusion

At MnSEIA, we deeply value diversity and recognize that a successful transition to a clean energy economy must be equitable and inclusive. We are actively committed to building and sustaining a Board of Directors and staff that truly reflect the rich diversity of Minnesota. We believe that incorporating a wide range of backgrounds, perspectives, and lived experiences makes our organization stronger, more innovative, and our advocacy more effective. MnSEIA is an equal opportunity employer, and we strongly encourage individuals from all backgrounds and communities to apply.

Find out more about MnSEIA at www.mnseia.org