



Business Administrator

Nokomis Energy, a Minneapolis based energy developer is seeking a Business Administrator to lead our bookkeeping, human resource, and back-office administration. The role requires comfort in a fast-paced, entrepreneurial environment

Our ideal candidate will have experience managing the books for small businesses with multiple legal entities and bank accounts, managing payroll, and running billing and invoicing processes. This is a great opportunity to join a fast-growing team working to deliver low-cost, clean energy solutions to our own communities.

Essential job functions include:

- Managing the Company's bookkeeping and accounting processes
- Managing customer and vendor billing and invoicing processes
- Support financing and asset management reporting needs
- Supporting the on-boarding of new employees including paperwork and IT needs
- Promote employee awareness of company-wide policies and processes
- Manage companywide office needs, calendars and coordinate team events

Qualifications & Skills

- ✓ Previous experience with accounting and HR
- ✓ Serious multi-tasking skills
- ✓ Calm, engaged demeanor
- ✓ IT/software skills
- ✓ Strong self-starter and project manager
- ✓ Creative, solutions-oriented team player

Terms of Employment: Full or part-time, compensation based on a full-time annual salary of \$50-\$80K+ based on experience and time commitment.

About Nokomis

Nokomis Energy was founded in 2017 to help the people, businesses and communities of the Upper Midwest benefit from the transition to a clean energy economy. The Nokomis team brings several decades of national experience in successful clean energy development to the region, which has led to the deployment of over 50MW of solar energy locally. For more information, visit www.nokomisenergy.com

To apply, send your resume to connect@nokomisenergy.com or visit www.nokomisenergy.com/careers/