

# Work Green

## 2 Financial Administrator Positions Open Madison Environmental Group and Community Car

Madison Environmental Group and Community Car are conducting a joint search for 2 Financial Administrators (1 position at each company). We are growing mission driven downtown businesses that are looking for people passionate about the environment to join our team. The ideal candidates are detail oriented, flexible, caring individuals who are smart and curious. Both companies share beautiful office space and eat lunch together. The candidates should have experience with QuickBooks and ideally have a degree in accounting or finance and are computer savvy. Both companies have a good benefit package, including a wellness program. Both positions start at 50% time. Compensation is dependant on experience. Madison Environmental Group and Community Car were recently recognized by *Madison Magazine* as one of the best places to work in Madison.

Job at Madison Environmental Group includes:

- Manage finances (bills, invoices, budget)
- Administer HR functions
- Assist with event planning and promoting firm
- Manage Building at 25 N. Pinckney (budget and maintenance, repairs)

Job at Community Car includes:

- Manage finances (pay bills, monthly reconciliation, budget)
- Manage customer monthly invoicing process and online transactions
- Administer monthly sales tax report
- Assist in office management

To learn more about these environmental organizations visit [www.communitycar.com](http://www.communitycar.com) and [www.madisonenvironmental.com](http://www.madisonenvironmental.com).

**Cover letter, resumes and references due April 2 by 5 p.m.** to Sonya Newenhouse and Amanda White at [sonya@madisonenvironmental.com](mailto:sonya@madisonenvironmental.com) and [amanda@communitycar.com](mailto:amanda@communitycar.com) or mail your information to 25 N Pinckney, Suite 310, PO Box 1603, Madison, WI 53701-1603.

To learn more about the open positions, **attend our candidate breakfast** on Thursday, **March 29th from 7:30-8:30 a.m.** at 25 N. Pinckney on the third floor, above the L'Etoile Restaurant or call Sonya Newenhouse 280-0800 or Amanda White 204-0000.

Interview Schedule:

April 5 and 6 – First round of interviews

April 10 and 12 – Second round of interviews

May 1 – Positions start date

