

Finance and Membership Assistant

Minnesota Rural Water Association

MRWA is a private non-profit located in Elbow Lake that provides training and technical assistance to water and wastewater operation specialists across Minnesota. MRWA is seeking a part-time Finance and Membership Assistant. Applicant must be proficient in Microsoft Office products including experience with Access Database and accounting software. Duties will include administrative activities relating to finance, membership services, grant reporting and registration. Excellent organizational and communication skills and attention to details are a must. This position offers a flexible schedule and competitive wages. Send resume and cover letter to Jodi Schroeder, MRWA, 217 12th Avenue SE, Elbow Lake, MN 56531 or jodi.schroeder@mrwa.com by July 15, 2020.