

JOB DESCRIPTION
Director of Finance and Administration

Type: Full-time; exempt

Salary: \$125 - \$135k

Location: Flexible

Benefits: Health insurance, retirement match, personal time off

Apply no later than June 21, 2021 with: Cover letter, resume, and at least three professional references who have worked with you directly in the past five years.

About the Position

IREC is seeking a Director of Finance and Administration who is motivated by meeting challenges, creating order, and working toward a 100% clean energy future as part of a dedicated team. The successful candidate will manage nonprofit accounting functions, administration, and federal and state grant compliance (fiscal management, procurement, etc.) in accordance with organizational policies, generally accepted accounting principles, Federal Uniform Guidance, and other funder requirements.

Responsibilities:

Financial Management

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with GAAP standards and regulatory and donor requirements. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements.
- Manage accounts payable, including payroll.
- Prepare compliant funder invoices, including supporting documentation, and follow up on payments.
- Ensure monthly reconciliation of accounts.
- Maintain internal control and safeguards for receipt of revenue, costs, and project/program budgets and actual expenditures.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep management abreast of the organization's financial status.
- Assist leadership in the annual budgeting, planning, and forecasting process. Monitor financial performance compared with budget. Keep senior leadership abreast of the organization's financial status.
- Contribute to the development and maintenance of financial, grant, and operational policies and procedures.
- Coordinate and lead the annual audit process, liaise with external auditors and finance committee of the Board of Directors. Coordinate the preparation of annual tax returns with outside CPA firm.

Grant Compliance

- Ensure compliance with all federal, state and other funder requirements.
- Collaborate with project leads to prepare budgets, forms, and other required documentation (initial application and modifications.)

- Manage subrecipients and vendors, including procurement, budgets, initiating and maintaining contracts, risk assessments, invoice approvals, and compliance with grant requirements.
- Coordinate required reporting with project leads.
- Effectively track and report project expenses, including confirming expenses are allowable and in accordance with contractual requirements.
- Maintain accounts and registrations required for federal grant recipients (e.g. SAM registration).
- Track and comply with changes to federal requirements for grants management.

Administration

- Manage staff and contractors working on finance and administrative tasks.
- Coordinate preparation of state corporate filings and charity reports with vendors.
- Manage insurance policies.

Essential Knowledge/Skills/Experience/Qualities:

Required

- At least ten years of progressively responsible experience in accounting and federal grant compliance.
- Experience as final reviewer responsible for the quality and content of all financial data, reporting, and audit coordination.
- Ability to effectively collaborate with and translate financial concepts to programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Bachelor's degree from a regionally-accredited college or university in accounting, finance, business or related field.
- Knowledge of federal grant compliance requirements.
- Familiar with accounting and reporting software and able to navigate new software
- Ability to manage organizational cash flow and forecasting.
- Analytic, organization, and problem solving skills which support and enable sound decision-making.
- Ability to multi-task and wear many hats in a fast-paced environment.
- Experience supporting a compliant federally-funded program or project.
- Interest in clean energy and climate issues.
- Proficiency with Microsoft Office suite, especially Excel.
- Strong written and verbal communication skills.
- Ability to meet deadlines and communicate challenges.
- Ability to work in a geographically distributed virtual team environment.
- Personal qualities of integrity, credibility, and dedication.

Preferred

- Master's degree in a relevant field.
- Experience in the nonprofit or higher education sector.
- Experience using Sage Intacct and Bill.com, or similar software.

About the Interstate Renewable Energy Council

The Interstate Renewable Energy Council (IREC) is a nonprofit working toward a 100% clean energy future that is reliable, resilient, and equitable. Our mission is to build the foundation for rapid adoption of clean energy and energy efficiency to benefit people, the economy, and our planet. IREC provides independent leadership and trusted clean energy expertise.

In support of our mission, IREC:

- Advances state regulatory reform and adoption of best practices
- Fosters a diverse, high quality clean energy workforce
- Develops and disseminates thought-leading tools and resources and education
- Coordinates local initiatives focused on bold clean energy goals

On July 1, IREC will merge programs and staff with The Solar Foundation. IREC operates virtually, but has offices in Albany, New York and Washington, DC. With the merger, we will have 27 employees located in 13 states.

IREC is proud to be an equal opportunity employer committed to diversity and inclusion in the workplace and embracing a workplace with diverse voices and perspectives. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions.