



JOB OPPORTUNITY: ACCOUNTING & FINANCE MANAGER

Status: Full-time, Exempt

Location: Nevada (hybrid)

The Nevada Clean Energy Fund (NCEF) is a nonprofit organization dedicated to supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF was created in 2017 to accelerate clean energy growth in Nevada, reduce energy costs, create jobs, and meaningfully address climate change. We are in the process of significantly expanding our team, operations, and programs in 2024 and seek a Accounting & Finance Manager to help us create a material and lasting impact in Nevada's clean energy economy.

Position Summary

NCEF seeks an Accounting & Finance Manager to join in NCEF's efforts to make clean energy accessible to all Nevadans. As the Accounting & Finance Manager, you will work directly with the Chief Operating Officer (COO) and assist in managing all accounting functions of NCEF, leading the annual budgeting process, and generating financial reports. You will also collaborate closely with the General Counsel and Federal Grants Manager. You will play a vital role in helping to maintain NCEF's business operations, manage finances, and implement successful investment portfolio administration. Your efforts are instrumental in ensuring compliance with internal controls policies and maintaining NCEF's reputation as a national leader in sustainable investments.

The anticipated start date of this position is June 1, 2024, however there is a possibility for the position to start earlier or later.

Your Responsibilities

- Process all financial transactions and maintain the organization's accounting books.
- Prepare and ensure the accuracy of the monthly and annual financial statements, including the P&L, Balance Sheet, Cash Flow, and Rolling Forecast.
- Maintain all cash accounts and banking relationships.
- Assist in the preparation of annual budgets and monitor budget variances on a monthly basis; prepare the monthly rolling forecast and effectively communicate with department heads and other staff regarding variances or other financial issues.
- Conduct all AR and AP activity including the accurate and timely invoicing of vendors and payment of accounts.
- Maintain accurate restricted fund accounts and ensure that restricted funds are properly accounted for and reported.
- Process monthly payroll, ensuring the accurate and timely reporting of any salary or benefits changes; ensure timely delivery of W2s at year-end.

- Prepare for and manage the annual financial audit process; work closely with third-party auditor to ensure a satisfactory audit report; ensure compliance with federal grant requirements (single audit).
- Identify effective solutions to financial issues as they arise.
- Review and accurately record financial activities, including staff expenditures, subawards, and procurement contracts.
- Work with investment team and loan processing software to assist with loan billing statements and account for loan activities.
- Work with COO and others on procurement, reporting, and contract management tasks.
- Prepare weekly cash activity reports.

Your Minimum Qualifications

- Passionate about clean energy, combating climate change, and having a positive impact on the lives of Nevadans.
- Bachelor's degree or equivalent work experience / professional certifications, preferably in an accounting or finance field.
- A minimum of 3 years of experience in accounting, finance, operations, compliance, or another relevant role.
- High attention to detail.
- Excellent interpersonal skills, and the ability to maintain a positive collaborative relationship with staff, funders, and other key stakeholders.
- Excellent problem-solving skills.
- Experience with automated accounting systems such as QuickBooks.
- High proficiency with Microsoft Excel.

Your Desired Qualifications

- Understanding of budgeting, loan processing, real estate finance, and general accounting principles.
- Direct experience working with federal funding.
- CPA
- Experience managing finances for a large entity or investment program.
- Knowledge about nonprofit tax law and public charity regulations.

Your Compensation & Benefits

Salary is commensurate with experience. The anticipated salary range for this position is \$70,000-\$85,000. NCEF offers a competitive compensation package that includes medical and dental benefits, a retirement fund match, and paid time off.

Equal Opportunity and Diversity, Equity & Inclusion

NCEF is committed to fostering a diverse, inclusive, and equitable work environment. This includes being intentional in our hiring practices and seeking to overcome systemic biases. If you believe that you have experience and skills that would be valuable to this role at NCEF - even if you do not meet the listed qualifications of the role - please don't hesitate to apply and we will make sure your application garners the attention it deserves.

NCEF is an equal employment opportunity employer, and provides equal employment opportunity to all candidates and employees without regard to race, color, religion, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, intellectual disability, mental disability, or physical disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

To Apply

Interested applicants should submit (1) a one-page cover letter expressing their interest and fit for the position, and (2) a CV/resume to info@nevadacef.org.

Applications will be accepted on a rolling basis until the position is filled.

About the [Nevada Clean Energy Fund \(NCEF\)](#)

NCEF is a 501(c)(3) nonprofit organization with the mission of supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF works with communities, Tribes, affordable housing developers, schools, local businesses, contractors, governments, utilities, and others to accelerate clean energy growth, reduce energy costs, create jobs, and address climate change. NCEF supports a wide range of clean energy measures, including efficiency retrofits and electrification in homes and commercial buildings, zero-emissions vehicles, and residential and community solar and energy storage projects.

NCEF was created in 2017 by state legislation as the state's "green bank," an institutional model successfully implemented in over a dozen other US states. Green banks are mission-driven institutions that use financing to accelerate the transition to clean energy, address climate change, and benefit communities.

NCEF is poised to grow significantly in the coming year due to NCEF's role in administering federal clean energy funds. NCEF already administers approximately \$10 million in federal clean energy funds and was recently selected for another \$156 million federal award.

At NCEF, we are focused on building a collaborative, equitable, respectful, impact-driven, and innovative culture that acknowledges the importance of work-life balance. We seek individuals who are critical thinkers, driven to take on big challenges, open to introspection, excited to connect with a diverse and inclusive set of stakeholders, and act with a high degree of integrity. Importantly, we seek individuals with a shared passion for clean energy, combating climate change, and having a positive impact on the lives of Nevadans.

NCEF is currently a hybrid organization that values strategic in-person collaboration. While employees can conduct the bulk of their work remotely, you should expect regular in-person meetings and working days. All NCEF's employees are located in Nevada.