



JOB OPPORTUNITY: SENIOR 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 continuing a significant expansion of our team, operations, and programs in 2025 and seek a Senior Accounting & Finance Manager to help us create a material and lasting impact in Nevada's clean energy economy.

Position Summary

NCEF seeks a Senior Accounting & Finance Manager to join in NCEF's efforts to make clean energy accessible to all Nevadans. As the Senior Accounting & Finance Manager, you will work directly with the Chief Operating Officer/ Chief Financial Officer (COO/ CFO) and assist in managing all accounting functions of NCEF, leading the annual budgeting process, and generating financial reports. In this role, you will supervise the Accounting & Finance Manager and will closely collaborate 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 15, 2025, however there is a possibility for the position to start earlier or later.

Your Responsibilities

- Oversee the processing of all financial transactions and maintain the accuracy and integrity of the organization's accounting records.
- Prepare and review monthly and annual financial statements, including the Profit & Loss, Balance Sheet, Cash Flow, and Rolling Forecast, ensuring accuracy and clarity for internal and external stakeholders.
- Manage organizational cash accounts and banking relationships, including reconciliation and liquidity monitoring.
- Assist in the development and management of the annual budget, monitor budget variances on a monthly basis, and support the preparation of the rolling forecast; work with department heads to understand variances and help resolve financial issues.
- Supervise Accounts Payable and Receivable activities, ensuring the timely and accurate invoicing of vendors and payment of accounts.
- Maintain accurate restricted fund accounts and ensure that restricted funds are properly accounted for and reported.

- Manage monthly payroll processing, ensuring timely updates for salary or benefit changes, and oversee the accurate year-end issuance of W2s.
- Coordinate and manage the annual financial audit, working closely with external auditors to ensure readiness and compliance with all audit and federal grant requirements (including the single audit).
- Identify and help resolve financial issues as they arise, working proactively to ensure effective financial operations.
- Review and ensure accurate recording of financial activities, including staff reimbursements, 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/ CFO and others on procurement, reporting, and contract management tasks.
- Prepare and review weekly cash activity reports, ensuring accuracy and timely submission for leadership review.

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.
- CPA or similar credential strongly preferred.
- 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.
- Experience managing finances for a large entity or investment program.
- Knowledge about nonprofit tax law and public charity regulations.
- Demonstrated experience supervising or mentoring finance or accounting staff, with the ability to provide guidance, oversight, and support in a collaborative team environment.

Your Compensation & Benefits

Salary is commensurate with experience. The anticipated salary range for this position is \$90,000-\$105,000. 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.