

# Finance Associate Job Description

Date Available: September 19, 2022

Start Date: November 14, 2022



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## **Job Title**

Finance Associate

## **Supervisor**

Divya Desai, Executive Director

## **About The Energy Co-op**

The Energy Co-op is a sustainability-focused 501(c)(12) nonprofit cooperative providing renewable electricity, renewable natural gas, and heating oil services to thousands of households and small businesses in southeastern Pennsylvania. As a member-owned cooperative, our customers are our owners. We are a team-based environment that prides itself on collaboration and employee development.

## **Overview**

As a nonprofit cooperative, The Energy Co-op is a commerce tied to a cause. We operate with the mission focus of a nonprofit and the financial rigor of a revenue generating for profit business. The Finance Associate coordinates financial administration activities and maintains sound financial administration practices. In order improve the sustainability of our financial operations, the selected candidate will establish more sophisticated internal financial administration procedures and develop best practices for internal controls.

Responsibilities include weekly, monthly, quarterly, and ad hoc activities. The Finance Associate coordinates with staff and vendors regularly to ensure adherence to routine and ad hoc financial obligations, manages finance vendors in tandem with management and other staff members, and supports the team and vendors for financial reporting. The Finance Associate supports four key annual finance projects: 1) audit, 2) Form 990, 3) budget, and 4) employee insurance benefits renewal. With the Executive Director, this role will also carry out sensitive tasks like payroll submission and be responsible for keeping all sensitive information private and secure, maintaining complete confidentiality.

The selected candidate will be highly organized, comfortable adhering to a stringent calendar of activities, and displays an excellent attention to detail. They will be able to coordinate various groups to ensure timelines are met, and synthesize and communicate financial information to the staff, Board, and relevant vendors.

In sum, the principal focus of the Finance Associate is to maintain the financial activities and improve the financial practices of The Energy Co-op through effective and responsible financial administration. While performing their responsibilities, the Finance Associate will also have opportunities to develop their skills and the support of The Energy Co-op in doing so. The Finance Associate will report to the Executive Director.

The Energy Co-op is located in Philadelphia and operates in the Commonwealth of Pennsylvania. The Finance Associate will be expected to be based in the Greater Philadelphia area.

## **Responsibilities**

Following an orientation period of approximately four weeks, the Finance Associate will be responsible for:

### Administration (50%)

- Manage credit card statements, employee expense receipts, and invoices
- Make routine and ad hoc payments to vendors and other relevant parties

- Prepare invoices to relevant parties and follow up on accounts receivable
- Monitor cash flow and manage bank balances
- QuickBooks entry QA and issue resolution
- Prepare and submit retirement plan contributions
- Prepare semi-monthly payroll using QuickBooks Online
- Maintain confidentiality of salary details and related sensitive information
- Facilitate annual audit, Form 990, and annual budget processes and preparation with Executive Director, coordinating with outside auditors and staff
- Support the Executive Director and other staff in the preparation of the annual budget
- Coordinate annual employee insurance benefits renewal process
- Monitor and manage organization tax obligations including sales tax, gross receipts tax, employee taxes, employer taxes, and 1099s
- Other routine financial administration tasks including regular and ad hoc payments, preparing and depositing bank deposits, and processing member referral rewards
- Other special projects, as needed

#### Reporting & Analysis (30%)

- Pull financial exports and reports from QuickBooks, bank accounts, and other financial platforms
- Prepare and provide bank information to Programs team for bi-weekly cash position report
- Coordinate with bookkeeping firm to ensure timely, accurate, and comprehensive GL updates
- Collaborate with the Programs team to record itemized COGS and revenue information
- Coordinate with bookkeeping firm to prepare monthly financial reports to the Board of Directors
- Conduct reconciliations of payments received from utilities and others

#### Internal Controls (20%)

- Monitor, improve, and establish best practices for internal controls and financial administration
- Update and develop financial administration and management policies and procedures with Executive Director
- Conduct quarterly internal controls and GL reconciliations
- Prepare Board of Directors monthly materials with Executive Director

#### **Required Qualifications**

- Bachelor's degree in finance, accounting, or related field
- Minimum of 2-4 years of experience in a bookkeeping or accounting role, preferably in a business-to-consumer (B2C) environment
- Understanding of U.S. generally accepted accounting principles (GAAP) and related procedures
- Advanced Excel skills (v-lookup, pivot tables, filters)
- Advanced QuickBooks Online skills
- Demonstrable success establishing financial administration and quality assurance best practices
- Experience coordinating or contributing to annual audit and budget processes
- Familiarity with online banking and payment platforms
- Evidenced success paying and monitoring organizational taxes
- Experience using Microsoft Office Suite
- Strong mathematics skills
- Ability to synthesize and communicate financial information effectively
- Highly organized with a keen attention to detail
- Process oriented with strong logical thinking skills

- Strong written and oral communications skills
- Strong time-management and prioritization skills, and ability to consistently meet deadlines
- Knowledge, experience, and a keen interest in renewable energy is a plus

### **How to Apply**

Please submit your resume and a cover letter addressed to Hillary Bedeian, Operations Manager, at [careers@theenergy.coop](mailto:careers@theenergy.coop), and use *Finance Associate* as the subject line. Tell us how you learned about this position, why you think you are a good fit, and your salary requirements. Review of applications will be conducted on a rolling basis and the position will remain available until filled. No telephone calls, in-person applications, or recruiters, please.

### **Hours, Compensation & Benefits**

This is a full-time, exempt position. Salary is contingent upon experience. The Energy Co-op prides itself on providing a high-quality work-life balance with a competitive compensation and benefits package and generous paid time off.

### **Equal Opportunity Employer**

The Energy Co-op is an equal opportunity employer. Policy prohibits discrimination or harassment on the basis of race, color, religion, national origin, ancestry, gender, age, marital status, familial status, sexual orientation, disability, or veteran status. Further, The Energy Co-op supports and promotes equal employment opportunity, human dignity, and all forms of diversity.

### **Operating Notice**

The Energy Co-op staff currently works on a remote hybrid basis with most work performed remotely. For now, fully vaccinated employees may choose to work in the office or remotely and other employees must work remotely. As circumstances change, staff members may be required to work from the office to some degree. When working remotely, the selected candidate will – during normal business hours – be expected to 1) be available for virtual meetings, teleconferences, and calls and (2) be required to designate a safe, quiet remote space from which they can perform their responsibilities without distraction. A laptop computer, docking station, monitor, keyboard, mouse, and riser are provided by The Energy Co-op to be used solely for tasks required of the position. The selected candidate is expected to supply their own mobile telephone and reliable internet service for this position.