

# POSITION ANNOUNCEMENT

## Finance & Operations Associate

<b>Location:</b>	South Lake Tahoe, CA or Washington, D.C.
<b>Application Deadline</b>	January 14th, 2019
<b>Expected Start Date:</b>	February 21st, 2019
<b>Position Type:</b>	Full-time
<b>Salary Range:</b>	\$56,500 – \$66,000

### ENVIRONMENTAL INCENTIVES

Environmental Incentives’ mission is to enhance the natural systems that sustain resilient and healthy communities. We design performance-driven approaches to conservation that empower public and private sector leaders to multiply their impact. We are environmental thought leaders pioneering a new wave of conservation, helping people get the most from their investments in the environment. Since our establishment in 2004, we have become a leading advisor on natural resource programs and policies across the country and internationally. Environmental Incentives is a certified B Corporation with three offices across the US.

- **Western Office** (headquarters) - South Lake Tahoe, CA
- **Eastern Office** - Washington, DC
- **Mountain Office** - Denver, CO

### OPPORTUNITY

Environmental Incentives (EI) is seeking to hire a Finance & Operations Associate to join our Company Health team, working either at our office in South Lake Tahoe, California or Washington, DC.

#### Key Areas of Responsibility

- Support EI’s financial operations and reporting
- Support senior program managers in developing tools for budgeting and program monitoring
- Manage systems for company financial and accounting data and records

It is anticipated that the principal duties of the incumbent will include those listed below, but the successful candidate will have the willingness and capacity to take on different tasks and to respond to emerging needs. This position reports to the Director of Finance and Operations.

#### Principle Duties

- Support EI’s day-to-day financial operations, ensuring timely and accurate outputs. Make adjustments as necessary to accommodate changing priorities, meet deadlines, and effectively organize tasks.
- Compile and maintain data needed to effectively monitor and report status of various financial needs, including project budget status (budget vs. actual), cashflow management, profits and losses of the company and its practice areas, and staffing analyses. Prepare quarterly and annual financial reports for USAID and other clients.
- Build financial models and budget management tools to carry out financial analyses and forecasts to support management decisions.
- Perform monthly invoicing by gathering and compiling data, coordinating with project managers on cost allocations, and working with accountants to record information in the accounting system.
- Analyze existing accounting and finance systems and make recommendations for improvements.

- Develop guidance documents for financial processes and train staff on their use.
- Assist with budget development for annual project work plans, proposals and company strategic plans.
- Support preparations for government financial and compliance audits.
- Maintain risk management controls and perform internal control audits to ensure compliance with applicable US government regulations such as the Defense Contractor Audit Agency guidance, Federal Acquisition Regulation, United States Agency for International Development Acquisition Regulation, General Services Administration schedule requirements, and other applicable tax codes and regulations.
- Ensure accurate expense reporting and coding, and support accountants with monthly credit card reconciliation.
- Act as a liaison between EIs Company Health team, program staff, and external partners and clients as needed.
- Develop data visualizations and dashboards to communicate complex financial and other data.
- Develop deliverable tracking and program monitoring tools.
- Assist with company operations and management tasks as needed

## QUALIFICATIONS

Environmental Incentives seeks talented, creative and inspired professionals who can provide technical expertise in a growing company while being flexible enough to fit into a strong culture.

### MINIMUM QUALIFICATIONS

- Bachelor's Degree in business, accounting, finance or another relevant field.
- Minimum 5 years' relevant work experience (without Master's degree) or 3 years' relevant work experience (with Master's degree).
- Outstanding ability to use MS Excel for an array of financial and data management needs.
- Highly organized with excellent verbal and written communication skills.
- Strong work ethic and commitment to timely delivery of high-quality products and services.
- Ability to constructively receive and give critical feedback.

### PREFERRED SKILLS

- Familiarity with management of a variety of federal procurement mechanisms, including cost-plus-fixed fee contracts, grants and time and materials contracts.
- Professional experience in small business management.
- Experience developing and managing databases in Access or other database applications.
- Accounting accreditation, such as CPA or CMA.

## COMPENSATION

Environmental Incentives also offers a competitive benefits package that includes generous annual leave, holiday and sick time, retirement plan options, professional development opportunities and health, dental and vision coverage. Salary depends on qualifications and location. The annual salary range for this position is \$56,500 – \$66,000.

## HOW TO APPLY

To apply, please submit a cover letter and resume on our [careers page](#) with “Finance & Operations Associate” as the position title. Candidates will be reviewed as applications are received and the position will be filled as soon as the appropriate candidate is identified.

### **What happens next?**

While resumes and cover letters allow us to screen for certain characteristics, they don’t always let us know who you are and the particular qualities and skills you possess. Therefore, after you apply, if we think you align with Environmental Incentives principles, we will ask you to complete a spreadsheet exercises to allow you to better showcase your analytical capabilities. Then we will welcome qualified candidates to interview with the Environmental Incentives team.

### **Environmental Incentives is an Equal Opportunity Employer**

We are committed to developing an inclusive work environment where diversity of thought, style, culture and skill and is valued in support of individual performance and potential, as well as our business goals and mission.