

## **Finance Manager**

The Environmental Council of the States (ECOS) ([www.ecos.org](http://www.ecos.org)) is accepting applications for a Finance Manager to work with the organization's leadership to prepare budgets, ensure compliance with federal grant terms and conditions, prepare project reports, work with outside auditors on the annual audit, and to carry out day-to-day fiscal activities.

### About ECOS

ECOS is the national non-profit, non-partisan 501(c)(6) association of state and territorial environmental leaders. The purpose of ECOS is to improve the environmental capabilities of state environmental agencies and their leaders to protect and improve human health and the environment of the United States. To facilitate that, staff work with state environmental directors to champion the role of states, provide for the exchange of ideas, foster cooperation and coordination, and articulate state positions to federal agencies, Congress, and the public. The Finance Manager also works with ECOS' 501(c)(3) research division, the Environmental Research Institute of the States (ERIS).

### Job Description

The Finance Manager works with ECOS management and its project staff to ensure the financial integrity and operation of the organization's financial systems. Primary responsibilities are to:

- Play a leadership role in ECOS by providing needed financial reports, budgets, analysis, and data.
- Work with an Accounting Assistant to ensure that all transactions are correctly entered into the accounting system (Abila MIP Fund Accounting).
- With Accounting Assistant, ensure that day-to-day fiscal activities such as accounts payable, accounts receivable, and federal grant draw downs.
- Prepare bimonthly payroll using payroll provider system and entering monthly payroll information into the accounting system.
- Use knowledge of organization finances to develop and track expenses to an annual organization-wide budget.
- Work with project staff to identify and ensure all appropriate federal grant financial reporting and compliance with grant terms and conditions.
- Work with auditors to conduct annual audit and 990 filing.
- Prepare annual indirect rate proposal and work to acquire federal approval.
- Oversee retirement plan and compliance and maintenance activities associate with the plan.
- Ensure policy manuals are up-to-date and reflect applicable federal and state requirements.
- Assist with other ECOS projects as necessary.

This position reports to the Executive Director and works closely with the Deputy Executive Director and the Director of the Interstate Technology and Regulatory Council (ITRC), one of ERIS' leading programs. Starting salary for this position is dependent upon qualifications and ranges from \$80,000 to \$95,000. Extremely attractive and competitive benefits are provided. This is an exempt position, with core in office hours of 9 to 5 pm daily.

### Minimum Qualifications

- Bachelor's Degree in Finance or Accounting.

- Five years full-time experience in the accounting and finance field.
- Experience with federal grants and non-profit accounting rules and reporting.
- High degree of personal accountability and motivation.
- Ability to work on many projects simultaneously in multiple systems and to prioritize tasks.
- Willingness and ability to work on a range of accounting tasks from bookkeeping to budget forecasting.
- Familiarity with the field's best concepts, practices, and procedures, and willingness to stay up-to-date on changes.
- Excellent internal and external oral and written communication and organization skills.
- Strong skills in Excel.

#### Desired Qualifications

- Familiarity with Abila MIP Fund Accounting.
- Advanced finance or accounting degree or CPA.
- Interest in environmental policy, energy, and technology.

#### To Apply

To apply for this position, send a resume and cover letter to [ecos@ecos.org](mailto:ecos@ecos.org) with subject "Application for Finance Manager" by October 3, 2020.

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ECOS is an equal opportunity employer. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, gender identity, sexual orientation, family or parental status, or any other status protected by the laws or regulations.