



E C O S

Finance Manager

The [Environmental Council of the States](#) (ECOS) is accepting applications for a Finance Manager to work with the organization's leadership to carry out day-to-day financial activities of the organization and its affiliated (c)3 organization, ensure compliance with federal grant terms and conditions, prepare project reports, prepare budgets, and work with outside auditors on the annual audit.

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' affiliated 501(c)(3) organization, 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.
- Ensure completion of day-to-day fiscal activities such as accounts payable, accounts receivable, and federal grant draw downs.
- Prepare bimonthly payroll using Paychex and entering monthly payroll information into the accounting system, Abila MIP Fund Accounting.
- Use knowledge of organizational finances to develop an annual organization-wide budget and track expenses to it.
- Work with project staff to identify and ensure accuracy and completeness of all federal grant financial reporting and compliance with grant terms and conditions.
- Work with auditors to conduct annual audit and 990 filings.
- Prepare annual indirect rate proposal and work to acquire federal approval.
- Support administration of retirement plan and other employee benefits for an organization of fewer than 20 employees.
- Ensure employment and financial policy manuals and procedure memos 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 \$92,000 to \$120,000. Extremely attractive and competitive benefits are provided.

This is an exempt position, with core work hours of 9 to 5 pm daily. This is hybrid position requiring at least two days a week in the office.

Minimum Qualifications

- Bachelor's degree in finance or accounting.
- Experience administering payroll.
- Experience using multiple modules of an advanced accounting software package.
- 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 organizational 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 with subject "Application for Finance Manager". Applications will be reviewed on a rolling basis. Position will be open until filled.

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.