

Manager of Finance

The Environmental Council of the States (ECOS) (www.ecos.org) is accepting applications for a Manager of Finance to work with the organization's executive leadership to prepare budgets, develop strategic fiscal plans and forecasts, modernize financial policies and systems, ensure compliance with federal grant terms and conditions, prepare project reports, work with outside auditors, and to carry out regular 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 Manager of Finance also works with ECOS' 501(c)(3) research division, the Environmental Research Institute of the States (ERIS).

Job Description

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

- Play a leadership role in ECOS by providing needed financial reports, budgets, analysis, and data.
- Use knowledge of organization finances to develop and track expenses to an annual organization-wide budget.
- Provide financial reports of varying levels of detail for management, project staff, and Board.
- Ensure policy manuals are updated to reflect changes in federal and any applicable state requirements.
- Work with project staff to identify and ensure all appropriate federal grant financial reporting.
- Prepare annual indirect rate proposal and work to acquire federal approval.
- Conduct regular fiscal activities such as accounts payable, accounts receivable, timesheet compilation and payroll, invoicing, federal draw downs, and correspondence with vendors and suppliers of services.
- Modernize and lean the organization's approach to finances, banking, timekeeping, receipts, expense reports, travel reimbursements, and payables to move to a more paperless, efficient, and environmentally friendly systems.
- Work with auditors to conduct annual audit and 990 filing.
- Oversee retirement plan and compliance and maintenance activities associated with the plan.
- Develop streamlined and lean accounting systems for ECOS and ERIS.
- Assist with other organization wide projects as necessary.

This position reports to the Executive Director and General Counsel and works closely with the Deputy Executive Director and close to half time with the Director of the Interstate Technology and Regulatory Council (ITRC), one of ERIS' leading programs. Salary for this position is

dependent upon qualifications and ranges from \$75,000 to \$85,000. 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 and Master's Degree in Finance or Accounting, or Certified Public Accountant.
- Five years full-time experience in the accounting and finance field.
- Experience with federal grants and not-for-profit entities.
- Excellent internal and external oral and written communication and organization skills.
- Ability to work independently on projects and as a team member with colleagues on broader issues.
- High degree of personal accountability, motivation, and attention to detail.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Familiar with the field's best concepts, practices, and procedures.
- Ability to work on many projects simultaneously and to prioritize tasks.
- Remains current on trends and practices in the field.

Additional Qualifications

- Involvement in state, regional, or national organizations related to the profession preferred.
- Interest in environment, energy, and technology a plus.

To Apply

To apply for this position, send a resume and cover letter to ecos@ecos.org with subject "Application for Manager of Finance" by March 9, 2016.