

Applied Economics Clinic Job Announcement: Finance and Operations Manager

The Applied Economics Clinic (AEC, www.aeclinic.org) has an open position for a full-time Finance and Operations Manager who is interested in working with a staff that serves public interest clients (environment and social advocacy groups and agencies).

AEC is a mission-based non-profit consulting group providing low-cost services (e.g. analysis, modeling, testimony, public reports, etc.) in the areas of energy, climate, environment, and social equity. AEC also offers services on a pro bono basis to environmental justice-focused community-based organizations. AEC is a collaborative work environment that seeks to train the next generation of technical expert witnesses. **The ideal candidate is enthusiastic about AEC's work and mission.** Visit aeclinic.org/mission to learn more.

The Priority deadline for applications is **June 5, 2024**. Applications will be considered on a rolling basis until the position is filled.

Finance and Operations Job Description

The Finance and Operations Manager is responsible for overseeing the financial health of the organization, managing day-to-day operations, and ensuring compliance with applicable regulations. The Finance and Operations Manager supports AEC's staff by conducting various administrative duties. In addition, the Finance and Operations Manager promotes a culture of equity, accountability, and ethical behavior. Responsibilities for the role include:

Financial management:

- Oversee all financial transactions, maintain accurate records, and ensure compliance with accounting standards in collaboration with AEC's bookkeeper. Includes overseeing accounts payable and receivable, approving payroll and other regular expenses, and coordinating financial audits and ensuring compliance with relevant laws and regulations.
- Prepare financial statements and reports for AEC's management staff and Board of Directors.
- Conduct financial analysis to evaluate the financial health of the organization, identify trends, and make recommendations for improvements.
- Prepare monthly invoices and monitor any overdue invoices (and follow-up with clients as needed).

Budget and grant oversight:

- Develop and manage the organization's annual budget in collaboration with Executive Staff.
- Manage and track AEC's Pro Bono fund and grant-funded projects.
- Identify, apply for, and manage grants for general operations and other AEC programs. This includes submitting timely grant reports.

Operations management:

- Maintain internal planning systems for staff time and project budgeting.
- Oversee IT services and other contractors.

- Ensure organization policies and procedures are up-to date and propose new policies and procedures as necessary.
- Maintain and organize AEC's cloud-based recordkeeping system.
- Manage and track AEC's inventory process including the issuance and collection of AEC-owned equipment.
- Increase the efficiency of existing processes and procedures to enhance AEC's operations.

Administration and other duties:

- In collaboration with AEC's Staff Representative, maintain appropriate communications with the AEC Board including routine scheduling and compliance filings.
- In collaboration with AEC's bookkeeper, handle personnel-related matters including payroll and benefits administration.
- Collaborate with the Management Committee and Board of Directors to set strategic goals and objectives for the organization.
- Monitor, organize and process incoming mail via AEC's virtual mailbox including check deposits.
- Oversee and organize AEC's annual performance review process.
- Assist with other administrative matters as needed including, but not limited to, technical support, Human Resources, and organizing internal and external trainings.

Please note that we do not necessarily eliminate applicants who do not meet all our preferred and desired qualifications listed below: **The ideal candidate has (1) enthusiasm about AEC's work and mission, (2) a substantial amount of closely related work experience and, (3) interest in mentoring junior staff.** We are specifically looking for candidates that see value in a good work-life balance and are passionate about serving the needs of our public interest clients. AEC is a fully remote workplace, but applicants must be able to work for an interval between the hours of 9:00am and 5:00pm Eastern Time.

Preferred qualifications:

- Bachelor's degree in Finance, Accounting, Non-profit Business Administration or a closely related field and at least two years of experience in the non-profit sector, in a similar role.
- Clear understanding of general finance and budgeting (*ex. profit and loss, balance sheet, and cash flow*)
- High attention to detail and advanced multi-tasking and organizational skills.
- Demonstrated experience presenting financial information to Executives and Boards of Directors.
- Demonstrated commitment to advancing diversity, equity, and inclusion.
- Strong written and verbal interpersonal communication skills.
- Ability to work independently and within a collaborative team environment.
- Excellent computer skills including experience working with QuickBooks Online, Box.com, Google Drive, Microsoft 365, Zoom, Adobe Acrobat and similar software applications.

Desired (but not required) qualifications:

- Understands energy, environmental and climate justice's key concepts and principles.



- Professional certification such as a CPA.

Salary and benefits at AEC:

- 35-hour work week and 8 weeks' time off (includes sick-time and holidays)
- Generous paid family and medical leave
- Short- and long-term disability insurance
- Life insurance
- HRA health benefits
- IRA retirement benefits
- Emphasis on teamwork and mentorship
- Work from home (AEC does not have a physical location; all staff work remotely)
- All staff members' viewpoints considered in decision-making; staff representation on Board of Directors
- Depending on the applicant's specific qualifications, minimum starting salary of \$70,000 – 90,000.

To apply, please send the following materials to jobs@aeclinic.org:

- A cover letter; including where you saw this job ad and why you want to work at AEC
- CV or resume
- Three references (including names, contact information, and relationship to you)