



JOB OPPORTUNITY

Energy Outreach Colorado invites applications for the position of **Programs Finance Coordinator**.

Energy Outreach Colorado, established in 1989, is a private nonprofit organization dedicated to making home energy affordable for all Colorado households. We accomplish this by providing emergency bill payment assistance to vulnerable households, energy efficiency upgrades to low-income housing and nonprofit facilities, providing energy education and advocacy in the Colorado general assembly and the Public Utilities Commission.

Position: The full-time **Programs Finance Coordinator** manages accounting needs for all of EOC's single family programs. This position will work closely with Energy Assistance (EA), the Crisis Intervention Program (CIP), Colorado's Affordable Residential Energy (CARE) Program, and other residential programs to process payments, rebates, and prepare contractor and agency invoices for Accounts Payable. We look to this position as a key contributor to the success of EOC's program delivery and contractor, agency, and funder relationships. This position reports to the Director of State Programs and works in close partnership with other EOC programs and staff.

Major Responsibilities:

- Process and prepare daily invoicing needs for CIP
- Maintain CIP Dashboard and reconcile monthly with accounting staff
- Process and prepare weekly invoicing needs for Energy Assistance
- Process and prepare monthly invoicing needs for Utility Programs
- Process and prepare invoicing needs of the Solar Program as needed
- Manage program financial databases
- Work directly with contractors and agencies regarding invoices and payments
- Work closely with program staff and accounting staff to function as a liaison between programs and operations
- Collaborate with program staff (EA, CIP, CARE, etc) to streamline accounting practices
- Track annual programs finances and perform reconciliation before the end of each fiscal year
- Must be able to multitask and work with many different personality types
- Take finance or accounting courses through Employer's Council

Minimum Qualifications:

- Bachelor's degree from an accredited college or university, additional technical training, or currently pursuing either of the two
- Proficiency building invoice packets using Adobe Acrobat
- Proficiency in DocuSign
- Proficiency in MS Office (Word, Excel, Outlook and Powerpoint) and electronic communications
- Proficiency in NetSuite
- Strong oral, written and interpersonal communication skills
- Excellent organizational skills
- High attention to detail & data driven
- Must be able to work independently and be self-directed, but also as a member of a team
- Positive and proactive attitude and commitment to the mission of EOC
- Must be willing to share proof that you been vaccinated. EOC has recently surveyed our staff and 100% of our current staff is vaccinated and is willing to share their proof of vaccination. This is important since the City of Denver, one of our key contractors, is requiring this.

Preferred Qualifications:

- Bookkeeping, billing, invoicing experience for multiple programs within an organization
- Passionate about energy conservation and serving low-income community members
- Experience working in single family weatherization
- Creative thinker and strong collaborator
- Experience in the nonprofit sector

BENEFITS:

- Medical, dental, vision, and life insurance covered at 100% for employee, with options for FSA or HSA programs
- Generous 401k plan with an 8% company contribution and no required employee match
- Building gym membership • Great office culture with team building events, training opportunities, and volunteer days • 10 employee holidays + 1 week office closure at year's end
- Highly flexible time off policy, Trusted Time Off
- Great Downtown Denver location (with work from home option)

Location: Downtown Denver, Colorado

Expected Start Date: November 1, 2021

Application Deadline: October 15, 2021

Employment Type: Full-Time Employment

Salary: \$60k - \$65k per year, depending on qualifications

Required Application Documents: Please provide an up-to-date resume; a cover letter describing qualifications and professional experiences related to this position; the names, titles, email addresses and telephone numbers of three professional references addressed to **Director of State Programs** at Jobs@energyoutreach.org

Energy Outreach Colorado is proud to be an equal opportunity employer. We encourage qualified candidates of all backgrounds to apply. Candidates will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.