



## Position Description

**Position:** Finance & Operations Director  
**Date:** February 19, 2025  
**Reports to:** Executive Director

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**If you are a motivated, organized individual with a passion for financial management and office operations who wants to make a difference and contribute to our organization's success, we encourage you to apply!**

### **Organization Description:**

Clean Grid Alliance (CGA) is a nonprofit organization whose 75+ members include wind, solar and energy storage developers and manufacturers, non-profit environmental, public interest and clean energy advocacy organizations, and other businesses that support renewable energy. CGA is a vital player in the fast-changing clean energy sector. CGA's current footprint includes nine states: North Dakota, South Dakota, Minnesota, Iowa, Wisconsin, Michigan, Illinois, Indiana, and Missouri. CGA's work with the Midcontinent Independent System Operator (MISO) also includes MISO South (Arkansas, Louisiana, Mississippi, and a small part of Texas).

### **Position Description:**

Clean Grid Alliance seeks a **Finance & Operations Director** to help us advance renewable energy in the Midwest. This position will support our staff by assisting with running the CGA office location in St. Paul, Minnesota. Key work includes managing financial transactions and information, accounts payable/receivable, HR duties (benefits, payroll, timesheets), vendor relationships and contracts, prep work for CGA accountant, yearly audit and 990 preparation, other administrative tasks as needed.

CGA is looking for an organized, highly motivated, detail-oriented, technology savvy, "people person" who demonstrates good independent judgment and initiative and maintains professional discretion with sensitive information. The successful candidate will work effectively in multi-task situations, maintain a high level of accuracy in preparing information and in other work, and be highly responsive to the needs of the organization. The successful candidate must pass a background check.

### **JOB DUTIES:**

**FINANCIAL SUPPORT (in conjunction with CGA Accountant as appropriate) (60%)**

- Perform general ledger accounting, including journal entries, supporting schedules, and fiscal period close.
- Report weekly to the executive director on key financial indicators, present financial reports to the board at quarterly meetings.
- Provide oversight and monitoring of accounts receivable and accounts payable processes and records.
- Process bi-weekly check run, monitor organizational cash flow.
- Reconcile all bank statements monthly.
- Lead year-end processes, including fiscal year end closing, preparing 1099s, preparation and engagement with auditors, form 990 reviews.
- Manage yearly budgeting and financial forecasting for effective fiscal planning and evaluation of programs.
- Liaise with the board treasurer and answer questions timely.
- Manage relationships with key business partners, including ongoing providers of HR and IT services.
- Advise on vendor sourcing and review contracts & agreements, assist in the vendor selection process.
- Work with staff to compile/submit state lobby reports as required.
- Work with development staff to produce budgets and financial reports as required by foundation grants.

## **OPERATIONAL SUPPORT**

### **HR/Staff Support (25%)**

- In conjunction with benefits provider, on-board new CGA staff
- Administer payroll, benefits, 403(b), timekeeping, compliance reports as required
- Gather computer, keys, credit card, other items from departing employees
- Other staff support as requested

### **Office Support (15%)**

- Meet/greet guests coming to CGA St. Paul, Minnesota office, manage incoming phone calls and emails.
- First point of contact for building management, including maintenance items.
- Manage main organizational calendar on Microsoft Outlook.
- Order catering, other items for in-office meetings.
- Maintain required books and records, including board meetings, HR, benefits, vendor files.
- Order computer equipment and other supplies for staff as needed.

This is intended to describe the general nature and level of work for this role. It is not an exhaustive list of all responsibilities, duties and skills required for this job. Additional functions within the same scope are expected.

**Job Qualifications:**

- Minimum of 5–7-years of experience as a financial analyst and/or a general accountant.
- Experience in nonprofit accounting and finance at a leadership level is strongly desired.
- Excellent proficiency with current office technology including Microsoft products and Sage or other accounting software.
- Exhibits good and independent judgement and initiative on assignments.
- Excellent organizational skills with the ability to manage multiple priorities effectively.
- Approachable personality; dependable.
- Must be able to maintain professional discretion.
- Must be able to pass a background check.

**NOTE: this is an in-office position and not eligible for remote work or work from home.**

**Salary and Benefits:**

The salary range for the **Finance & Operations Director** is \$90,000 - \$100,000, depending on experience and the candidate's qualifications. Excellent benefits include 100% employer paid health, dental and vision insurance, long-and short-term disability, generous vacation, 11.5 paid holidays, and 6% base pay contribution to retirement plan after employee is vested after 1 year of employment.

**To Apply:** Email your resume, cover letter, and salary requirements to [Info@cleangridalliance.org](mailto:Info@cleangridalliance.org) with **Finance & Operations Director** in the Subject line. **The deadline for submitting applications is March 15, 2025.**

*Clean Grid Alliance is an equal opportunity employer.*