

CLEARPATH

ClearPath | 518 C Street NE, Suite 300 | Washington, DC | 20002

Organization: ClearPath
Position Title: Finance Associate
Location: Remote or Washington, DC

Organization Overview

ClearPath's mission is to develop and advance policies that accelerate breakthrough innovations that reduce emissions in the energy and industrial sectors. To advance that mission, we develop cutting-edge policy and messaging, educate policymakers, and collaborate with academics and industry. Started in 2014 by entrepreneur Jay Faison, ClearPath engages in the direct education of policy makers within the White House, Congress, Executive Agencies, and regulators like the Federal Energy Regulatory Commission (FERC).

ClearPath team members believe in small government, free markets, and American entrepreneurship. Those principles form the basis for how the team analyzes proposed clean energy and climate policy.

Job Summary

This role will provide the opportunity to learn more about non-profit accounting and gain experience in both operations and reporting. Supporting the COO, this role will engage with all members of the team to ensure financial health of the organization.

Budget Preparation and Review

- Oversee, plan, organize and carry out activities involving the total enterprise annual budgeting and planning process in conjunction with the COO, ED, and leadership team
- In coordination with the Leadership team, develop and track budgets including cost allocation plans for incoming grants. Oversee the preparation of financial reporting materials for grants, ensuring that expenditures are aligned with grant and program budgets
- Determine and recommend any modifications that may be required to the budget and keep up-to-date forecast
- Develop, recommend, and implement process improvements for operational budgets and forecasts

Financial Analysis and Reporting

- Provide high level and accurate financial reporting, analysis, and modeling to Funders, COO, Executive Director and Board of Directors to help ensure the financial health of the organization
- Recommend benchmarks against which to measure the performance of company operations

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Accounting Support

- Partner with outsourced accounting team and own relationship to:
 - Complete and review Month-end close
 - Review and correct Journal Entries
 - Prep, review and reconcile audit report and interact with auditors
 - Review bank and account reconciliations
 - Recommend/Implement/Improve standard accounting policies and procedures
 - Assist with the management and reconciliation of company credit card accounts
 - Assist with the management and approval of accounts payable

Payroll

- Work closely with the HR on payroll, tax, and retirement plan administration.
- Review semi-monthly payroll processed in-house
- Assists in the maintenance and analysis of staff allocations and time sheets for reporting on a regular basis
- Work with HR to ensure compliance related of benefits, personnel policies, and employee handbook are accurate

Compliance and Risk Management

- Support activities and work with legal team to ensure compliance with all regulatory requirements, tax filings, congressional ethics reporting and rules for non-profits
- Create, review, track and manage all contracts, statements of work, or MOUs to ensure they are legally sound and up-to-date

Preferred Qualifications

- Bachelor's degree in Accounting, Finance, Nonprofit Management, Business or a related field
- 3-6 years of experience in a related field is preferred
- Knowledge in or willingness to learn Bill.com, Expensify, Intacct or other accounting software. Fluent in Excel and manipulating data.
- Experience and understanding of non-profit organizations, accounting and finance. Experience in program budgeting and fiscal management; understanding of general ledger accounting, closing processes, taxes, and financial statements
- A professional and personal commitment to ClearPath's mission

Capabilities

- Idea Orientation: Preference for thinking creatively and generating new ways to solve problems.
- Flexible: Ability to manage and prioritize multiple tasks with often overlapping deadlines.

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- Self-structure: Preference for independently determining work methods.
- Thoroughness: Tendency to pay attention to detail.
- Accommodation: Desire to help others.

Values

- Teamwork: Be fun, fast, collaborative, and supportive.
- Dedication: Be here because you want to change the world.
- Ownership: Think and act like an owner.
- Adaptability: Be humble and agile.
- Integrity: Believe individual and organizational credibility is everything.
- Curiosity: Voracious learner eager to engage with the substantive details of our work.

Compensation & Benefits

- Competitive salary commensurate with experience
- Annual bonus, historically awarded
- Paid professional development opportunities
- Comprehensive health, dental, life, disability insurance and 401(k)
- No vacation policy - take what you need whenever workflow allows
- Hybrid and flexible work schedules
- Fully stocked office kitchen in newly renovated building on Capitol Hill

Please send resume to Andrea Steiner at steiner@clearpath.org

At ClearPath, we value a diverse and inclusive workforce. We believe our team is the key to making an impact and fulfilling our mission. ClearPath is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.