ClearPath

Organization: ClearPath
Position Title: Finance and Development 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 policymakers within the White House, Congress, and Executive Agencies.

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 operations and gain experience in financial planning and analysis, development, and reporting. Supporting the Finance Manager and Sr Director of Development, this role will engage with all members of the team to ensure financial health of the organization.

Budget and Finance Support

- Collaborate on the total enterprise annual budgeting and planning process in conjunction with the Finance Manager and Leadership team
- Support the implementation and tracking of changes resulting from quarterly financial review meetings with team leads
- Implement process improvements for operational budgets and forecasts
- Track and manage budgets for incoming and outgoing grants to ensure timely reporting, invoicing, and payment
- Assist with the preparation of high-level and detailed financial reporting, analysis, and modeling for presentation to Funders, COO, CEO and Board of Directors to help ensure the financial health of the organization
- Analyze actual versus budget variances and recommend forecast updates
Accounting Support

- Partner with outsourced accounting team to:
  - Complete and review month-end close
  - Prep and review grant allocation journal entries
  - Review and correct journal entries
  - Prep, review and reconcile audit report and interact with auditors
  - Review bank and account reconciliations
  - Implement standard accounting policies and procedures
  - Assist with the management and approval of accounts payable

Development Support

- Assist with the management of incoming grants, including collaboration with the broader team on concept notes, budgets, and proposals
- Assist with the preparation of financial reporting materials for grants, ensuring that expenditures are aligned with grant and program budgets and timelines
- Support and improve grant management process including tracking timelines for activities and reporting. Use systems and spreadsheets to optimize the process, including potentially developing a CRM system
- Support the management of outgoing grants including development of grant agreements/MOUs

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
- 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
- 2-5 years of experience in a related field is preferred
- Strong Excel and data analysis skills
- Knowledge in or willingness to learn Prophix, Bill.com, Expensify, Intacct or other accounting software
- Experience with or willingness to learn CRM or grant management software, such as Salesforce
- 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

- **Deliberative Decision Making** – gather, consider, and evaluate all relevant information to make logical conclusions before being moved to action.
- **Analytical Thinking** – have the capability and the inclination to identify and synthesize information from diverse sources by looking for patterns in data, making connections between seemingly unrelated events, and understanding how different parts of a system are interdependent.
- **Learning Agility** – able to discern patterns in data, recognize relationships between concepts, and rapidly apply learning from one context to solve analogous problems in different contexts.
- **Information Seeking** – curiosity and desire to know more about things, people, or issues.
- **Quality Focus** – able to manage the efficiency, accuracy, completeness, and integrity of the work that they produce. They also recommend improvements in procedures to continually improve the quality of work produced.
- **Time Management** – able to manage multiple responsibilities by being organized and keeping on top of important time sensitive tasks.

Values

- **Teamwork**: We empower each other to accomplish our shared mission.
- **Purpose**: We believe the principles of limited government, free markets, and fiscal responsibility are essential to achieving our mission.
- **Ownership**: We empower teammates to visibly own and achieve goals.
- **Adaptability**: We are open to new, complex ideas and test our assumptions to lead change and advance our mission.
- **Curiosity**: We have a proactive desire to learn, grow and improve ourselves, ideas and our mission in a thoughtful and focused way.
- **Credibility**: We agree that being trustworthy and believable is everything for building and maintaining influence to maximize impact.

Compensation & Benefits

- Competitive salary commensurate with experience
- Annual bonus, historically awarded
- Paid professional development opportunities
- Comprehensive health, dental, vision, life, and disability insurance
- Retirement Benefit offering an employer matching contribution of employee contributions $1 for $1 on the first 5% of pay you contribute
- No vacation policy - take what you need whenever workflow allows
- Fully stocked office kitchen in newly renovated building on Capitol Hill
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.