

Efficiency Maine Trust

POSITION DESCRIPTION

TITLE: SENIOR ACCOUNTANT
REPORTS TO: CONTROLLER

ABOUT THE EFFICIENCY MAINE TRUST

The Efficiency Maine Trust (the Trust) is the statewide program administrator for market-based energy efficiency and alternative energy programs in Maine. This position is not part of the Maine State Civil Service System. More information on Efficiency Maine can be found at www.energymaine.com.

GENERAL POSITION SUMMARY

The Senior Accountant position assists the Controller in planning and accounting for all financial aspects of the organization. The Trust is authorized to handle funding from federal and state government, utility payments, payments from the Forward Capacity Market of the regional electric grid operator, sales of carbon credits and other grants, and may distribute funds through contracts, grants, loans, or rebates. Required qualifications for the position include expertise and experience in accounting, superb organizational skills, ability to collaborate with external vendors, and an uncompromising attention to detail.

ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES

Financial Management, Recordkeeping and Reporting

- Assist the Controller in the collection, recording, processing and reporting of all financial transactions, including accounts payable, accounts receivable, payroll, general ledger and fixed assets;
- Responsible for preparing or overseeing reconciliations of significant transaction cycles; including but not limited to, cash and investment accounts, accounts receivable and accounts payable balances to subsidiary ledgers and payroll account balances to related tax filings;
- Assist the Controller in the preparation and analysis of financial statements and results;
- Collaborate with the Program Director and Program managers to ensure Trust contracts are current and accurate;
- Monitor the budget and fiscal position of the organization;
- Responsible to prepare or assist in overseeing the preparation of reports to showcase the organizational accomplishments and compliance with the requirements of the Trust's funding sources (Maine statutes, Public Utility Commission orders, federal grants, other grants, etc.).

Audit/Tax/Compliance Reporting

- Assist the Controller with the annual independent financial audit and address corresponding follow-up actions as required;
- Coordinate with the Trust's accounting firm to comply with state and federal reporting requirements;
- Assist the Controller in the development and implementation of policies and procedures to provide sufficient internal controls over financial reporting and compliance with laws & regulations relevant to federal and state financial awards, including safeguarding of organizational assets;
- Generate reports to support reporting requirements completed by other Trust staff members as needed.

Treasury Management

- Oversee the preparation of cash projections and manage cash flow to adequately fund operational needs;
- Maintain banking relationships and process transfers of funds, ACH transfers, remote deposits;
- Coordinate with State of Maine staff to ensure availability of state pass-through funds and their timely remittance;
- Assist in tracking investments, letter of credit and all other financial instruments.

Budget Development and Management

- Assist the Controller in the design and management of the annual budget process, including monitoring, reporting and variances;
- Provide organizational forecasting and variance analyses;
- Identify and recommend financial, budget and/or strategic issues and propose solutions to the Controller.

Other Duties and Responsibilities

- Provide support to the Controller and other staff in the area of Human Resources;
- Assume such other duties and responsibilities as may from time to time be assigned on a temporary or an ongoing basis.

POSITION REQUIREMENTS AND PREFERENCES

- **Required:**
 - Bachelor's degree in accounting, finance, or business administration required;
 - Ability to anticipate, establish and execute appropriate internal controls in all areas of accounting;
 - Current working knowledge of General Accepted Accounting Principles (GAAP);
 - Superb organizational skills and uncompromising attention to detail required;
 - Superior proficiency in the use of computer programs for accounting and finance, with proficiency for word processing, databases, spreadsheets, email, internet and presentations required.
- **Preferred:**
 - CPA;
 - Knowledge of and experience with MUNIS is a plus;
 - Working knowledge of accounting and reporting requirements of the Governmental Accounting Standards Board (GASB) preferred.

Working Conditions

- Works in an office environment.

Physical Demands

- Most duties performed from seated position, with occasional standing and walking;
- Frequent use of computer keyboard requiring finger dexterity and eye-hand coordination.

The above information is designed to outline the functions and position requirements of this job. It does *not* identify all tasks that may be expected, nor address the performance standards that must be maintained. Other duties are as assigned or as priorities of the Trust dictate.

Please send a cover letter and resume to Karen Bickerman, Administrative Secretary at 168 Capitol Street, Suite 1, Augusta, ME 04330 or by e-mail to: karen.bickerman@efficiencymaine.com.