

Efficiency Maine Trust

POSITION DESCRIPTION

TITLE: FINANCE AND ADMINISTRATION MANAGER
REPORTS TO: DIRECTOR OF FINANCE AND ADMINISTRATION
DEADLINE FOR APPLICATION: OPEN UNTIL FILLED
LOCATION: AUGUSTA, ME OR PORTLAND, ME
(Check <https://www.efficiencymaine.com/careers/> for status updates)

ABOUT THE POSITION

The Trust is a quasi-government agency seeking a highly-motivated person for the position of Finance and Administration Manager. Candidates must have aptitude for, and experience in, accounting, budgeting and financial reporting. Experience in grant administration and operations is a plus. The ideal candidate can work independently on some projects and as part of a team on others, and has sufficient skills in project management and critical thinking to be effective in either scenario. Candidates should possess good problem-solving skills and be detail-oriented. A can-do attitude and willingness to pitch in on a variety of tasks and initiatives is highly valued.

The position will report to the Director of the Trust's Finance and Administration Division. This division currently comprises a small, experienced team that handles complex compliance and reporting on federal grants, budgeting and fund accounting for a \$100 million suite of programs, and associated administrative and operations tasks. The division supports all financial and administrative aspects of the organization's programs to market and subsidize heat pumps, home backup batteries, electric vehicles, and other products and services that help Maine's homes and businesses reduce their energy bills and improve the environment. This team has consistently delivered excellent results and clean audits, but would benefit from reinforcement to handle growing workload and expanding duties. The position has no direct reports. Responsibilities of the position will evolve over time to reflect the aptitude and demonstrated capabilities of the successful candidate.

Working at Efficiency Maine means being part of a mission-driven, innovative organization where your work directly contributes to a more energy efficient future for Maine. Staff value the opportunity to make a real impact on the economy and quality of life in Maine, collaborate with smart and supportive colleagues, and continuously grow through challenging projects and professional development. Efficiency Maine offers flexibility in the form of hybrid work options, potential to shape your roles and responsibilities, and a culture supportive of general work-life balance.

Please note that this job description is not a comprehensive list of all activities, duties, or responsibilities required in this position.

NEXT STEPS

Please send a **resume** and **cover letter** indicating that you are applying for the Finance and Administration Manager position and describing your interest in Efficiency Maine and relevant qualifications. If you do not live in Maine, describe your interest in living and working in Maine. Send all materials to hr@efficiencymaine.com.

COMPENSATION AND BENEFITS

Efficiency Maine is committed to fair employment practices and employee pay equity. We do not discriminate based on protected class (race, sex, veteran status, disability, age, color, religion, national origin, marital status,

sexual orientation) in the payment of wages or screen applicants based on their current or past compensation. Efficiency Maine is an equal opportunity employer.

Salary Range: \$60,500 to \$92,300. Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, education/training, and equitable salary placement among existing staff.

Benefits:

- Health insurance (with deductible and eligible co-pays reimbursed 100%) and dental insurance
- Hybrid working arrangement with offices in Portland and Augusta
- 20 days paid time off and 13 holidays per year, plus 2-week longevity leave every seven years
- 401(a) and 457 retirement plans with Efficiency Maine's contribution of up to 5% of your salary
- Flexible health and dependent-care spending accounts
- Employer-paid life insurance, short-term disability insurance, and long-term disability insurance
- Employee assistance program

MORE ABOUT THE POSITION Depending on the specific experience and skillset of the successful candidate and the needs of the organization, the Division Director will assign the Finance and Administration Manager to lead and/or support one or more of the following priorities of the Division.

- Accounting: Assist with bank reconciliations, expense allocations, journal entries, and serve as a back-up for invoice processing and payment.
- Budget Support: Assist the program teams with budget and contract tracking and updates; Monitor and provide guidance on fund source compliance; Execute edits and queries in the organization's financial management system (MUNIS).
- Loan Administration: Conduct monthly reconciliation of disbursements and collections; Establish and monitor compliance and reporting protocols for the various fund sources in the loan pool; Collaborate with the Efficiency Maine Green Bank team in expanding/refining current loan offerings and capitalization opportunities.
- Federal Grant Compliance and Reporting: Ensure compliance (by the Trust, sub-grantees, and subcontractors) with federal grant requirements; Track and report progress on grant finances, compliance, and deliverables; facilitate funding transfer requests; Develop and share guidance and task tracking systems for sub-grantees, subcontractors, and Trust staff.
- Operations: Identify potential process improvements and ways to standardize procedures to improve accuracy and efficiency (e.g., grant documentation checklists, moving to paperless systems, leveraging project management software); Collaborate with staff and sub-contractors to implement and test said protocols; Support human resources manager, including processing benefits and timesheets.

Skills:

- Project management: Project management experience is strongly preferred.
- Accounting and budgeting: Strong mathematical and analytical skills and proficiency in Microsoft Excel are required; Familiarity with financial management systems (e.g., MUNIS), fund accounting, managing public sector operating budgets, and Generally Accepted Accounting Principles (GAAP) is preferred.
- Compliance management and reporting: Familiarity with elements of compliance with federal grants (e.g., federal procurement rules, Davis-Bacon wage reporting) is a plus.
- Planning, organization, and productivity: Candidates should have the ability to: Plan for and balance multiple competing priorities; Aptitude for distilling and translating new, complex information and/or processes into simple, actionable protocols and procedures; Work in an organized, detail-oriented, and thorough manner.

- **Problem-solving and process improvement:** Ability to identify and assess problem areas, identify causes, gather and process relevant information, generate possible solutions, and resolve problems and/or improve procedures; Actively looks for ways to improve quality; challenges and double-checks assumptions.
- **Teamwork:** Ability to foster teamwork and establish and maintain positive working relationships with others, both internally and externally, to achieve the organization's goals and build a culture of customer service. Demonstrates willingness to be nimble in response to organization's needs (e.g., learning new databases, systems, subject matter).

Position Requirements:

- **Education:** Bachelor's degree required. Preference for major or concentration in business or grant administration, accounting, or a similar combination of education and work experience.
- **Employment history:** At least three to five years of work experience in a professional environment. Experience with a non-profit or state agency is a plus.
- Authorization to work in the United States.

ABOUT EFFICIENCY MAINE

Efficiency Maine is an independent, quasi-state agency that runs the State's energy efficiency programs. Our nationally recognized programs offer financial incentives, technical information, and a network of independent contractors to help homeowners and businesses save money and reduce their greenhouse gas emissions. The result is job growth, better grid reliability, improved energy independence, a stronger local economy, and critical progress toward meeting the State's climate change goals. Visit efficiencymaine.com for more information.

WHY YOU'LL LOVE WORKING HERE

Make an Impact That Matters

Be part of a mission-driven team advancing Maine's clean energy future. Your work directly shapes nationally recognized programs that make a real, measurable difference in people's lives and in the environment.

Grow Your Career

We're big enough to offer clear career paths, but small enough to provide opportunities for you to explore new roles, stretch your skills, and keep learning.

Join a Team You Enjoy

Work with smart, supportive, kind-hearted colleagues who bring out the best in each other. Collaboration is how we operate. Our culture is friendly, inclusive, and genuinely enjoyable—you'll look forward to coming to work.

Work Flexibly, Live Fully

With hybrid schedules and true work-life balance, you can do meaningful work while keeping time for what matters most. We offer flexibility to work from our Augusta office or Portland office, with up to two days of remote work.

Count on Great Benefits

Enjoy competitive salaries, excellent health insurance (with reimbursement of eligible deductibles/co-pays), strong paid time off (20 days plus 13 holidays, plus 2-week longevity leave every seven years), 401(a) and 457 retirement plans with employer contribution up to 5% of salary, flexible spending accounts, employer-paid life and disability insurance, and employee assistance program.