



General Ledger Manager

At the Coalition for Green Capital (CGC), our mission is to drive investments in the clean economy to reduce emissions and improve the quality of life for all Americans. By leveraging public-private partnerships and responsive financing, we aim to eliminate barriers to clean technology and promote energy abundance in every community. Our work is guided by a commitment to accelerate the deployment of clean energy technologies across the United States, with a special focus on supporting low-income and disadvantaged communities. For over a decade, CGC has led the Green Bank movement, working at the federal, state and local levels in the U.S. and countries around the world to unlock capital and empower communities to embrace a greener future. Together, we strive to build a sustainable future where clean power is accessible and affordable for everyone.

Our National Green Bank: The U.S. Environmental Protection Agency (EPA) has taken a significant step toward a greener future by establishing the first U.S. national green bank through the Greenhouse Gas Reduction Fund (GGRF). The EPA awarded the Coalition for Green Capital \$5 billion to capitalize this national green bank under The National Clean Investment Fund competition, along with \$125 million under Solar for All to foster the development of green banks and accelerate solar energy projects in North and South Dakota. Through strategic partnerships and innovative financing, our national green bank aims to create a robust clean energy finance ecosystem that addresses critical market gaps and maximizes the impact of every public dollar invested. This seed funding builds on CGC's decade-long leadership in the Green Bank movement, which has already led to billions toward clean energy adoption, ensuring that the nation's climate goals are met.

Job Summary

Initially, this role will oversee and review CGC's outsourced accounting firm's work to ensure the assigned work is performed to the highest professional standards. This role will evolve over time as CGC builds its own in-house accounting team. The General Ledger Manager will report to and work closely with Chief Accounting Officer (CAO) to manage day to day accounting operations and function. General Ledger Manager will report initially to CFO until CAO is hired.

It is highly preferred that this position is based in Washington DC or San Francisco Bay Area. The General Ledger Manager position will be a hybrid position.

Key Responsibilities

- Assumes management responsibility for assigned services and activities of the Accounting Department including but not limited to accounts payable, various general ledger and subsidiary ledger reconciliations.
- Ensures that accounting activities and financial reporting are conducted and reported in accordance with GAAP, GASB and all applicable federal requirements.
- Supervise outsourced accounting firm to manage month-end and year-end financial system close processes including review of financial statement monthly reconciliations.

- Responsible for developing, organizing, coordinating the Company's annual audit in compliance with GASB, GAAP, Federal and EPA requirements including providing assistance to external auditors; review and approve audit work papers prepared by outsourced accounting firm.
- Responsible, in coordination with outsourced accounting firm, for implementing and maintaining financial software and ledgers, to accurately and timely track financial transactions of the company including but not limited to all receipts, expenditures and allocations of expenses to each EPA grant.
- Assists in the interpretation of company policies, department specific guidelines/policies and/or laws for internal and external customers.
- Assist CAO and CFO on ad hoc projects as necessary.

Required Skills and Abilities

- Comfortable working in a start up environment during high growth period
- Excellent organization skills and experience in organizing and prioritizing project sets based on substance, urgency, and capacity
- A focused individual with an exceptional attention to detail
- Ability to work under tight deadlines and handle multiple tasks in a fast-paced dynamic environment
- Ability to implement a controls framework, maintain controls and test controls, as necessary
- English language fluency required
- Experience with Financial ERPs systems or similar data management systems
- A dedication to climate finance
- A sense of humor, passion for change, and an eye towards innovation
- Authorization to work in the United States of America
- Proficiency with Microsoft Office to include Word, Excel and PowerPoint
- Travel occasionally to support programs
- Prolonged periods sitting at a desk and working on a computer required

Education and Experience

- Bachelor's degree in Accounting, Finance or related fields
- Has between 6 and 8 years of relevant work experience including supervision of an accounting team
- Work experience with a clean energy investment fund, bank or an entity funded by Govt. grant is a plus
- Certifications/Licenses: CPA certification is preferred

Compensation and Benefits

- The salary range for the General Ledger Manager is between \$ 125,000 and \$165,000. The salary will be commensurated with experience.
- The General Ledger Manager will be eligible for an annual bonus of 10%-30% based on job performance.
- The benefits offered for this position are health insurance, 401k, vacation leave and sick leave.

CGC is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and their ability to perform a job, without regard to age (over 40), sex (including pregnancy, married women and unmarried mothers), race, color, creed, veteran status, religion, disability, sexual orientation (including actual or perceived orientation), gender identity, gender expression, ancestry, marital status, national origin, citizenship, genetic characteristics, civil air patrol status, lawful activities during non-working hours, or any other protected class as defined by applicable federal, state, or local laws. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias.

Our equal employment opportunity philosophy applies to all aspects of employment including recruiting, hiring, training, promotion, job benefits, pay, dismissal and social/recreational activities. Our designated Civil Rights Coordinator is CGC's Chief Administrative and Development Officer.