

SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL POSITION DESCRIPTION

Position Title: Director of Finance.

Classification: Full-time.

Position Summary: The Sustainable Ohio Public Energy Council (“SOPEC”) seeks candidates for the position of Director of Finance. SOPEC was established in 2014 and serves member communities and political subdivisions across the State of Ohio. The position will assist in continued development of, and growth and service to, SOPEC member communities and political subdivisions. SOPEC has a strong commitment to sustainability and the advancement of the renewable energy economy. SOPEC is governed by the communities it serves.

Job Description: Duties may include, but are not limited to, the following:

- Develop key financial models for the organization;
- Plan for cash spends on different projects;
- Comply with all organizational policies, audits, and all applicable federal, state, and local requirements;
- Manages the required audit process for the organization;
- Ensure the maintenance of financial records and recordkeeping systems, including grant/fund accounting, to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements;
- Forecast, plan, develop, and organize fiscal budgets. Implement, direct, and evaluate the organization’s fiscal performance;
- Prepare reports or direct preparation of reports summarizing organization’s current and forecasted financial position and reports required by regulatory bodies;
- Develop plans to address areas of opportunity within the organization's financial health and financial processes;
- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action;
- Consistently analyze financial data and present financial reports in an accurate and timely manner;
- Clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of financial status;
- Enhance and/or develop, implement, and enforce financial policies and procedures of the organization through systems that will improve the overall operation and effectiveness;
- Analyze accounting records to determine financial resources required to implement programs and submit recommendations for budget allocations;
- Adhere to all laws and regulations;
- Create presentations for the Organization, Board of Directors, and General Assembly;
- Create organizational policies for great financial health;
- Manage organizational cash flows;
- Helping support and collaborating with the SOPEC grants team, including in the grants application process and the implementation of the resulting programs; and
- Serving local member communities and political subdivisions.

Education and Experience/Minimum Qualifications: To perform this job successfully, an individual must be able to perform each of the following essential duties satisfactorily:

- Bachelor's degree from an accredited educational institution;
- Master's degree in Finance or Business Administration highly preferred;
- Ideal candidate must have over 5 years of experience in financial services and/or business administration;
- Candidate must live in or near, or be willing to relocate to Ohio;
- Candidate must have a valid driver's license and a vehicle to travel throughout the Ohio region as required; and
- Strong familiarity with solar, renewable technologies, energy efficiency, and electric vehicles is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of financial forecasting;
- Candidate must have a commitment to a sustainable and equitable energy future for the region;
- Ability to analyze complex data and determine key metrics;
- Experience managing cash flows;
- Passion for serving underserved communities;
- Ability to meet deadlines with quality products;
- Willingness to work collaboratively in a team environment;
- Ability to serve as a public servant;
- Attention to detail;
- Professional and proactive work ethic;
- High competence in project and stakeholder management;
- Excellent interpersonal, written and oral communication skills;
- Competency in Microsoft, including Word, Excel, and Outlook, and Google applications;
- Some travel is occasionally required, with mileage reimbursed by SOPEC; and
- Professional development opportunities are available.

Responsibility: The Director of Finance reports to the Executive Director. Highly responsible, mid-management position with some independence requiring judgment and sensitivity to the organization and public relations.

Personal Work Relationships: The Director of Finance will have daily contact with co-workers in the organization, elected and appointed officials, members of the news media, and the general public. The purpose of these contacts is to provide helpful information about the activities of the organization and to promote strong public relations for the organization.

Working Conditions: Work is performed in a normal office setting and/or remotely. Work is also sometimes performed at local government meetings across Ohio, and some occasional driving and travel time may be required.

Compensation: This position is full-time and benefits eligible, including required contribution by employee and employer to the Ohio Public Employees Retirement System (OPERS). A background check will be required. Please submit your resume and cover letter to: HR@sopec-oh.gov. For full consideration, candidates should apply by Friday, February 9, 2024.