



JOB DESCRIPTION: ACCOUNTING MANAGER

POSITION: FULL-TIME

In this role you will work with the Chief Financial Officer and Controller to monitor Greentown Labs' financial health while overseeing business-critical aspects of accounting management, general accounting, and grants. Additionally, the Accounting Manager will manage the daily accounting operations of the organization, while working to streamline accounting processes and establish standard operating procedures to ensure financial accuracy.

ABOUT THE POSITION:

Your work as the Accounting Manager will focus on the following key objectives:

Accounting Management:

- Manage monthly/quarterly close process, including setting close calendar and communicating to staff, monitoring staff progress, reviewing reconciliations completed by staff, preparing and analyzing monthly reconciliations & results for assigned entities.
- Review and/or assist in monthly close as needed, including journal entries, balance sheet schedules, and analysis.
- Prepare and monitor monthly cash flow projections.
- Research and recommend programs, policies, and procedures to improve the effectiveness and efficiency of accounting functions, including internal controls and customer service.
- Responsible for accounting compliance, particularly when it comes to sales & use tax returns, subcontractor contracts, and preparation for year-end audits.
- Manage the audit process and assist with pulling documentation to address audit requests, as well as draft financial statements and related footnote disclosures.

General Accounting:

- Purchase order facilitation and management.
- Budget vs. actual reporting for budget owners.
- Review and approve vendor invoices for appropriate documentation, adherence to company policies, coding and reasonableness.
- Review accounts payable and accounts receivable.
- Prepare 1099s.

Grant Finance:

- Act as Grant Compliance manager for a portfolio of grants; work with program managers providing financial review and compliance of active grants.
- Review, understand, and monitor awarded grants, including special award terms and conditions and any related amendments.
- Support in the post-award grant management process by ensuring compliance to donor regulations and adherence to Uniform Guidance.
- Review and process grant reimbursement submissions for active grants.
- Track and analyze awardee financial deliverables.



- Monitor grant balances and provide feedback to programmatic teams.

Administrative/Other:

- Special projects and assignments as business dictates.
- Support the CFO and Controller in financial matters.
- Commitment to diversity and to serving the needs of a diverse community.

Performs other duties as assigned.

Required Skills and Experience:

- Bachelor's degree or the equivalent combination of education and experience.
- Strong organizational and time management skills with ability to prioritize and manage multiple tasks in a high-energy environment.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to create and maintain solid working relationships at all levels across the organization and externally.
- Meticulous attention to detail and ability to prioritize own work and the work of others and to adjust priorities as necessary.
- Familiarity with basic computer programs including Microsoft Office Suite and Google G-Suite (including managing significant projects/documentation via Google Drive).
- Familiarity and comfort with the fast-paced nature of a startup, including the ability to receive, prioritize, and react to information with minimal oversight.
- Strong planning and critical thinking skills with the ability to anticipate needs and actions.
- Respectful, customer-focused attitude; strong decorum, and ability to be discreet.
- A mission-driven individual who is fulfilled and motivated by the goal of supporting early-stage entrepreneurs solving the world's biggest energy challenges.
- Curious, eager to learn, and a team player; "no task is too small" mentality.
- Excellent attention to detail and an ability to produce high-quality, accurate work within designated deadlines.
- Ability to maintain confidential and/or proprietary information.

WHO WE ARE LOOKING FOR:

A hard-working, highly organized, and enthusiastic individual with a can-do attitude who enjoys working with startups. You are a problem solver, detail-oriented, resourceful, creative, and collaborative with strong listening and communication skills. You enjoy working on teams but also thrive when assigned individual projects.

COMPENSATION, BENEFITS AND LOCATION:

Greentown offers a comprehensive benefits package. The salary for this position begins at \$80,000 and is commensurate with experience. This role is based in Greentown's Headquarters in Somerville, MA. In addition to a competitive salary, Greentown Labs also offers:

- A flexible, fun, supportive working environment, working alongside amazing people tackling the planet's biggest challenges.
- Generous parental leave policy and benefits package including medical, dental, and vision insurance and 401k plan.
- Work at the largest climatetech incubator in North America, which includes an awesome



community of mission-driven entrepreneurs and endless networking opportunities.

TIMELINE AND HIRING PROCESS:

To be considered for this role please send your resume, cover letter, and a list of three references to talent@greentownlabs.com. The subject of your email should be "Accounting Mngr: [Your Name]".

Failure to follow these instructions will result in an incomplete application.



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