

## **Finance Operations Manager**

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**The only energy council of its kind**, the **PROPANE EDUCATION & RESEARCH COUNCIL (PERC)**, a Washington, DC based organization, works with the propane industry, consumers, and partner industries to increase the adoption of propane as a clean, domestic, and affordable energy source.

PERC has an excellent opportunity for a **Finance Operations Manager**. This exempt position reports to the Senior Vice President of Administration and Finance, and is based in the Washington, DC office.

### **Job Summary:**

The Finance Operations Manager (FOM) is a new position supporting the Senior Vice President of Administration and Finance (SVP), budget managers, and program staff. This cross-functional role assists the SVP in overseeing assessment revenue (the primary source of revenue), inventory accounting, grant accounting, overall program accounting, and special projects. The FOM works closely with budget managers, the outsourced accounting team, grants staff, and warehouse staff to build on recent improvements to PERC's processes and systems.

### **Responsibilities**

- Analyzes PERC's assessment revenue by comparing remitters and total remittances to trends and plans. Works closely with accounting, operations, and management staff to improve PERC's capacity to manage resources within forecasted revenue and approved budgets.
- Collaborates closely with the SVP and outside accounting team to provide useful information to management, and to ensure proper accounting for all fulfillment activities. Analyzes costs by docket, department, market, and audience to assist decision makers in budgeting, planning, purchasing, and resource allocation decisions.
- Provides actionable financial information and guidance to the warehouse and inventory management team.
- Supports the SVP with a variety of administrative duties including treasury management, updating policies and procedures, extending the reach of outsourced accounting staff, and contributing to projects that build upon a culture of continuous improvement.
- Supports work of grants team with timely financial information.

### **Knowledge, Skills, Abilities, and Requirements:**

- At least three years of experience in an accounting or financial position at a mid-size nonprofit or service business.
- Experience in Intacct accounting system.
- Firm grasp of GAAP, cost accounting, and internal controls.
- Database proficiency including CRM, accounting, and related systems.
- Skilled analyst with the ability to document processes and identify inefficiencies.
- Ability to tailor communications to colleagues' needs and interact efficiently with technical and non-technical staff.
- Experience with inventory accounting and grantmaking activities.

### **Competencies:**

- Strong written and verbal communication skills
- Analytical, organized, and detail-oriented
- Strategic, creative approach to assignments
- Process-minded, attuned to continuous improvement;
- Quick learner and comfortable with a less structured role
- Owns communications, and diligently follows-up

- Prioritizes and adjusts as necessary
- Strong project management skills

**Education:**

Bachelor's degree in Accounting or Finance.

**Licenses, Certifications, Qualification, or Standards:**

CMA, PMP, FP&A, or CPA may be helpful if accompanied by appropriate practical experience.

**Working Conditions:**

Office Work Environment (76%-100%).

Travel (up to 25%)

PERC offers excellent benefits including: competitive salary, two weeks' vacation, 401(k) retirement plan, healthcare (including prescription, eye care, and dental), LTD and life insurance policies.

For confidential consideration, please send resume, cover letter, and references by email to Theresa Ryan at [jobs4@propane.com](mailto:jobs4@propane.com). Only candidates who meet the above criteria will be considered.

**The Propane Education & Research Council is an equal opportunity employer.**