

**Org: Greentown Labs****Job Title: Nonprofit Accounting Manager****Compensation:** Salary Range \$80,000-\$90,000**About Greentown Labs - Nonprofit :**

Greentown Labs is a 501(c)(3) nonprofit catalyzing climate solutions through entrepreneurship, partnership, and collaboration. As the largest climatetech startup incubator in North America, Greentown brings together startups, corporates, investors, policymakers, and many others with a focus on scaling climate technologies. Driven by the mission of providing startups the community, connections, and resources they need to thrive, Greentown offers lab space, shared office space, machine shops, electronics labs, tool shops, software and business resources, and a large network of corporate customers, investors, and more. With incubators in Somerville, Mass. and Houston, Texas, Greentown is home to more than 200 startups and has supported more than 500 since the incubator's founding in 2011. These startups have collectively created more than 11,000 jobs and raised more than \$5.7 billion in funding. For more information, visit [www.greentownlabs.com](http://www.greentownlabs.com) or [follow Greentown on LinkedIn](#).

**Reporting Structure & Position Description:**

This position will report to the Controller and support the Finance Department of the organization.

The Accounting Manager will work with the Controller to monitor Greentown Labs' financial health while overseeing business-critical aspects of accounting management, general accounting, grant accounting, and reporting. 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. This role is expected to be onsite at Greentown Labs in Somerville, Massachusetts or Houston, Texas at least three days per week with the option to work remotely two days per week.

**Primary Responsibilities of this Role Include Supporting:****Grant Finance:**

- Act as grant-compliance manager working with program managers to provide financial review and compliance of active grants.
- Review, understand, and monitor awarded grants, including special award terms and conditions and any related amendments.
- Support the post-award grant-management process by ensuring compliance with 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.

**General Accounting**

- Manage monthly/quarterly close process, including account reconciliations, balance-sheet schedules, and related journal entries.
- Manage invoicing/accounts receivable and accounts payable.
- Review and approve vendor invoices for appropriate documentation, adherence to company policies, coding, and reasonableness.
- Provide backup support for biweekly payroll processing.
- Book biweekly payroll entries to the general ledger.
- Prepare 1099s.
- Maintain accurate and organized financial records and supporting documentation.

- Ensure compliance with accounting policies, procedures, and generally accepted accounting principles (GAAP) applicable to nonprofit organizations,
- Ensure accurate and timely reporting of financial data to the Controller, Executive Team, and Finance Committee.
- Analyze financial results and variances, providing insights and recommendations for improvement.

**Budgeting and Forecasting:**

- Monthly budget vs. actual reporting for department managers.
- Collaborate with budget managers to develop annual budgets and forecasts.
- Monitor budget performance and provide variance analysis to aid in decision-making and resource allocation.

**Compliance and Auditing:**

- Manage the audit process and assist with pulling documentation to address audit requests, as well as draft financial statements and related footnote disclosures.
- Coordinate with external auditors during the annual audit process and address any audit-related inquiries.
- Ensure compliance with relevant tax regulations, IRS reporting, and state regulatory requirements for nonprofit organizations.
- Assist in the completion of Form 990.

**Management Responsibilities:**

- Manage outsourced financial staff.

**Administrative/Other:**

- Special projects and assignments as business dictates.

**Skills & Experience:**

There are innumerable ways to learn, grow, and excel professionally. We know people gain skills through a variety of professional, personal, educational, and volunteer experiences. We respect this when we review applications and take a broad look at the experience of each applicant. That said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below:

- Bachelor's degree in accounting/finance.
- Minimum of 2+ years of nonprofit accounting experience with a total of 5-7 years of accounting experience overall in a fast-paced environment.
- CPA is strongly preferred.
- Technology-savvy with the ability to efficiently and effectively manage data for financial reporting; knowledge of SAGE Intacct nonprofit finance software strongly desired.
- Can-do, mission-oriented mentality with a positive, self-starter attitude and collaborative leadership style, including the ability to receive, prioritize, and react to information with minimal oversight.
- Strong organizational and time-management skills, with the ability to prioritize diverse workloads of long-term, short-term, and repeated priorities in a high-energy environment.
- Excellent attention to detail and an ability to produce high-quality, accurate work within designated deadlines.
- Commitment to diversity and to serving the needs of a diverse community.
- Excellent written and verbal communication skills.
- Curious, eager to learn, and a team player; "no task is too small" mentality.

- Strong interpersonal skills and the ability to create and maintain solid working relationships at all levels across the organization and externally.
- Strong planning and critical-thinking skills, with the ability to anticipate needs and actions.
- Familiarity with basic computer programs, including Microsoft Office Suite and Google Workspace, including managing significant projects/documentation via Google Drive.
- Respectful, customer-focused attitude; strong decorum; and ability to be discreet.
- Ability to maintain confidential and/or proprietary information.

**Compensation, Location, Benefits**

The salary for this position starts at \$80,000 and is commensurate with experience up to \$90,000. This role can be based in Somerville, Massachusetts, or Houston, Texas. In addition to a competitive salary, Greentown Labs also offers a [generous benefits package](#), including medical, dental, and vision insurance, and 401k plan, and 25 days (5 weeks) of PTO plus holidays.

Employment with Greentown Labs is on an “at will” basis which means either the applicant/employee or Greentown Labs can end the employment relationship at any time, for any reason, with or without prior notice.

**To Apply:**

Please email your resume to [resumes@cognoscentio.com](mailto:resumes@cognoscentio.com) with the subject line “Greentown Labs Accounting Manager Role”

**Equal opportunity:**

Greentown Labs seeks to fully represent our community and constituencies—particularly low-income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply.

Greentown Labs is an Equal Opportunity Employer and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, genetic information, status as a veteran, marital status, disability status or any other federal, state or local protected class. Disabled applicants may request any reasonable accommodation needed to perform the essential functions of this role.