



Position Description

Title: Controller & Financial Analyst
Location: Burlington, VT or Wilton, CT

About Encore Renewable Energy

Encore is a leading integrated clean energy services company headquartered in Burlington, Vermont, focused on the development of sustainable, cost-effective and high return community-scale solar and battery storage applications for underutilized properties. Since the Company's formation in 2009, Encore has established itself as a leader in the Northeast solar market having been involved in the development and commissioning of over 60 commercial-scale solar projects. The Company is in the process of building from its leadership position in Vermont to expand into other attractive developing markets across the eastern U.S. and is targeting key hires to expand its team to meet strategic objectives.

Controller & Financial Analyst Position

Encore Renewable Energy is currently seeking a highly motivated individual with the skills, experience and aptitude to serve as Controller & Financial Analyst. The successful candidate will work with our Finance Team leading the Company's accounting activities and serving in a leadership role with respect to financial planning and analysis. In addition, this individual will work closely with our Project Development and Engineering, Procurement and Construction Teams supporting vendor and equipment selection and management along with the financial activities related to this area.

Overview

The Controller & Financial Analyst will have a broad and diverse set of responsibilities across several key areas of the Company. This is a high-skill level position, requiring an experienced and talented professional who can fit in well with the Encore culture of productivity, growth, and performance driven by our values. This team member will report to Encore's COO & CFO.

Encore is a dynamic, high-growth and entrepreneurial company which requires a high degree of self-motivation, team orientation and an eager willingness of all team members to contribute to the firm's success across activities that fall directly within the scope of their position description as well as those that do not fall directly under the scope of the position.



Responsibilities:

- Manage and monitor all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements as well as the requirements of loans, equity investments and other financial obligations;
- Provide comprehensive financial updates to senior management by evaluating, analyzing, and reporting key financial metrics and KPI;
- Develop, implement, and maintain financial controls and guidelines;
- Achieve budgeting goals with proper scheduling, analysis, and corrective action;
- Maintain internal control safeguards for the receipt of revenue, costs and both team and organizational budgets and actual expenditures;
- In conjunction with the CFO, establish financial and operating benchmarks, budgets, program monitoring, and reporting standards on a bi-weekly, monthly, and annual basis;
- Support CFO on all corporate and project financings, and preparation of all investor relations materials;
- Build and manage near-term detailed cash flow budgets and long-term financial projections;
- Manage banking and outside accounting firm relationships;
- Coordinate audit and year-end tax processes;
- Work with development and construction teams to develop and track detailed project budgets, and to assist in the procurement of services and equipment on optimal terms;
- Perform other duties as assigned.

Experience & Skills:

- Bachelor's degree in business, accounting, or related field;
- 5+ years experience as either a controller or senior-level accounting manager
- Strong working knowledge of detailed financial data and planning analysis;
- Excellent financial modeling skills;
- Strong understanding of banking processes, experience managing all aspects of banking relationships;
- Experience with corporate and project financings;
- Vendor selection and expense management;
- Exemplary history of financial project management;
- Working knowledge of finance law and regulatory standards (GAAP)
- Ability to lead year-end audit processes with outside accounting firms;
- Working knowledge of federal, state, and local tax compliance regulations and reporting;
- Strong oral and written communication skills;
- Outstanding excel skills; proficient in quickbooks and/or other accounting software, microsoft office and expense management software;
- Diligent, detailed oriented, and dynamic. Able to self-organize priorities, set and work to deadlines, often with limited direct oversight;
- A high degree of emotional intelligence;
- Team player - willingness to pitch in across the organization.

About Working at Encore



Our team is our single greatest asset and that of which we are most proud. Encore team members share a single mission – building the clean energy economy of the future in a responsible manner that creates high quality jobs and enhances the communities in which our projects operate.

We invest heavily in our team – here are a few of the benefits we offer:

- Attractive compensation;
- 401k profit sharing and defined benefit retirement plans;
- Complete, high quality medical benefits that include flex time options for child and family care and extended maternity and paternity leave;
- Work-life balance and focused paid time-off policy;
- Continuing education and tuition assistance.

Encore is unequivocally committed to the principles of equal employment.

Please send cover letter and resume to: careers@encorerenewableenergy.com