



POSITION: Director of Finance

LOCATION

Remotely from a home office with regular trips to the Montpelier HQ office, as needed.

COMPENSATION & BENEFITS

RAP recognizes the hard work and dedication of its staff members and provides best-in-class total rewards with generous paid time off (up to 33 days combined), comprehensive health & wellness package, flexible work arrangements, and a competitive salary range in alignment with the market of \$110,000-120,000.

ABOUT RAP

The Regulatory Assistance Project (RAP)[®] is an independent, global, nongovernmental organization advancing policy innovation and thought leadership within the energy community. RAP works toward a clean, reliable, equitable and cost-efficient energy future. RAP provides clarity, vision and new ideas to decision-makers and the broader energy community by developing and sharing global best practices tailored to local priorities, acting as a trusted advisor to support implementation. RAP's team focuses on the world's four largest power markets, responsible for half of all power generation: China, Europe, India, and the United States.

Technological advances and dramatic declines in cost are creating new opportunities to improve the economic efficiency of the power sector, reducing its environmental footprint while improving customer welfare. The rapidly evolving power sector holds the promise of cleaner and more customer-centric energy use if policymakers update and adapt the regulatory paradigm.

RAP's global team has firsthand knowledge of the constraints and challenges policymakers face and applies its collective insight to anticipate what they will face in the future. Building on peer-to-peer relationships, RAP helps energy and air quality decision-makers and stakeholders navigate the complexities of climate and power sector policy, regulation, and markets. They see RAP as a trusted source of reliable and relevant information and assistance.

For more than three decades, RAP has been a leader in developing solutions to the world's most pressing power sector challenges. In the next five years, RAP will focus on key policy areas to drive a more efficient and equitable decarbonized energy future and

to ensure a sustainable and just transition. RAP will do what it does best: develop answers to the questions regulators and other decision-makers are asking (or should be asking); change the narrative; and leverage partnerships to accelerate change. RAP's key policy areas build on past work and complement each other:

- Accelerate electrification of buildings and transportation.
- Accelerate the phaseout of gas infrastructure.
- Remove barriers to distributed energy resources.
- Decarbonize the electric grid.

For more information on RAP, including our thought leadership and publications, please visit our website: <https://www.raonline.org/about>.

JOB SUMMARY

The Director of Finance manages the design, ongoing analysis, and management of RAP's financial systems. This is an exciting opportunity for someone interested in systems management and ongoing process improvement and optimization of financial tools and systems. This position supports teams across the globe and plays a pivotal role in optimizing RAP's reporting obligations, financial performance, and risk profile in alignment with our strategic plan to ensure RAP's accounting, financial reporting, budgeting, and cost accounting systems support organizational decision-making and external accountability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the design, ongoing analysis, and management of the RAP's global financial strategy.
- Strategic thought partner relative to performance, scenarios, and risk mitigations/recommendations with the executive management.
- Leads the annual budget process and works throughout the year with the COO and department directors to manage budgets.
- Develop and constantly improve financial and budgeting systems and procedures.
- Oversee disbursements of funds and preparation of supporting documentation for approval.
- Oversee the preparation of financial statements; prepare month-end and year-end analyses of financial statements evaluating variances from plan or budget.
- Manage banking relationships, and cash and investment management.
- Work with the accountant and independent auditors to conduct annual review of financial statements and the preparation of tax filings.
- In partnership with the COO, coordinate strategic, capital, and annual planning processes across the global organization.

- Review and approve invoices, timesheets, and expense reports.
- Involved in RAP's grant and contract proposal and reporting process, reviews budget proposals and provided financial support as needed, as well as submitting information to funders.
- Participate in contract proposals by reviewing financial elements of RFP's, reviewing budgets, and submitting proposals and reports. Manage production and delivery of grant reports, including writing the report or editing as needed.
- Monitor awards and ensure relevant staff members are aware of grant performance and reporting requirements.
- Respond to complex inquiries and financial grant-related questions.
- Supervise accounting team members and provide performance feedback and growth plan aligned with RAP's strategic plan on a global scale.

QUALIFICATIONS AND PERSONAL ATTRIBUTES

- BA or BS degree in Finance or Accounting or equivalent combination of education or experience.
- Eight (8) + years of progressively responsible experience.
- Thorough knowledge of US Generally Accepted Accounting Principles (GAAP).
- Experience in the nonprofit sector, particularly working with grants (preferred).
- Advanced proficiency in all Microsoft Office software applications, particularly Excel (Lookups and pivots).
- Strong background in financial process improvement and management analysis.
- A passion for continuous process improvement fully leveraging capabilities of general ledger package and other tools.
- Excellent communicator with a collaborative approach to supporting dispersed leadership teams in managing complex funding streams.

HELPFUL SKILLS AND QUALIFICATIONS

- Ability to serve as a business partner to senior leadership, delivering key financial and operational needs.
- Exposure to global accounting including foreign currencies and tax procedures.
- Experience with grants management and writing, additional experience with federal grants requirements desirable.
- Keen attention to detail plus solid analytic and problem-solving skills.

- Strong planning & organizational skills to manage multiple tasks simultaneously.
- Capable of working under time pressure and meeting strict deadlines.
- CPA or comparable certification preferred.

EXCELLENCE IN THIS POSITION

- Thought leader and effective partner across the global organization.
- Self-motivated, directed, and dedicated to advancing the economic and environmental sustainability of the power sector.
- Financial information is complete, timely, and supports management decision-making. Directors and Managers have information and feedback to judge the financial health of their program, can manage a budget, and are supported in making independent financial decisions.
- Audit preparation results in timely completion of Financial Statement and Form 990 filing. Audit consistently results in no “findings.”
- Staff members are well supported in the development of the financial elements of grant and contract proposals. Grant reporting is timely and accurate.
- Internal financial systems are robust, well-understood and fully adopted.
- Individual is responsive to requests and can anticipate needs.
- Problem-solving is proactive; the individual seeks out opportunities to improve organizational efficiency and effectiveness.

PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those necessary to perform the essential functions of this job. Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform these functions.

- Must be able to remain in a stationary position most of the time.
- Capable of regular travel by various modes of transport.

SUPERVISORY RESPONSIBILITIES

Supervises the accounting team members.

REPORTS TO

Chief Operating Officer

FLSA STATUS

Exempt

RAP'S COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION

RAP team members are hired and compensated based on job-related qualifications and abilities. We strive to provide a work environment that allows our team members to feel safe and respected. We value the dignity and worth of each individual and do not tolerate any form of employment discrimination, including harassment, and any mistreatment due to race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

RAP provides reasonable accommodation to qualified individuals with disabilities or based on a sincerely held religious belief, in accordance with applicable laws. If you need to inquire about accommodation or need assistance with completing the application process, please email hr@raponline.org.