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InclusiveProsperityCapital.org



## INCLUSIVE PROSPERITY CAPITAL STAFF ACCOUNTANT

### ABOUT THE ORGANIZATION

Inclusive Prosperity Capital, Inc. is a not-for-profit investment fund thriving at the intersection of clean energy finance and community development. Our team is focused on connecting investment capital with mission-aligned organizations, clean energy projects, and community initiatives in traditionally underserved markets.

We believe everyone should have access to the benefits of clean energy. We can change the conversation in underinvested neighborhoods and markets, helping to deliver **Inclusive Prosperity**.

For more information about IPC, please visit us at: <https://www.inclusiveprosperitycapital.org/>

### ABOUT THE OPPORTUNITY

IPC seeks a Staff Accountant to join its growing Accounting & Administration team. A qualified candidate will perform various general accounting functions and activities for IPC and its affiliated entities.

Responsibilities include:

- Preparing monthly journal entries and financial statements for IPC and its affiliated entities
- Reviewing and reconcile general ledger accounts
- Processing accounts payable transactions through the payment cycle
- Preparing invoices and accounts receivable transactions
- Preparing monthly bank account reconciliations
- Assisting the Director of Accounting and Administration in the year-end close of the accounting records and the year-end financial audits
- Assisting the Director of Accounting and Administration with special projects as necessary
- Maintaining financial security by following internal controls

This is a unique opportunity to play a key role in a growing, mission-oriented organization, and as such successful candidates will be expected to apply an “all hands” approach.

### QUALIFICATIONS

#### ***Education & Experience:***

A Bachelor’s degree in Accounting or related field with an emphasis in Accounting is required. An Associate degree with two years of professional experience encompassing the following

functions can be substituted: accounts payable, accounts receivable, bank reconciliation, preparing general journal entries and financial account analysis.

***Skills:***

IPC seeks candidates that exhibit both mission alignment and professional competency in the following areas:

- Ability to analyze accounting procedures and recommend improvements if necessary
- Proficiency in the Microsoft Office Suite, particularly Microsoft Excel
- Experience with Sage Intacct desired, but not required
- Working knowledge of clean energy technologies and financial products desired, but not required
- Ability to communicate effectively, tactfully, and courteously through oral and written communications
- Strong organizational skills and demonstrated ability to prioritize competing demands and perform multiple tasks with respect to internal and external deadlines
- Strong knowledge of accounting theory and GAAP

Above all, an ideal candidate will be eager to learn and grow in a collaborative fast-paced team environment.

**JOB DETAILS**

- Reports directly to the Director, Accounting and Administration
- The position will be a hybrid of remote and in-person through the end of 2020, then based primarily in IPC's Rocky Hill, CT office (with a move to Hartford, CT in spring 2021)
- Competitive compensation package commensurate with experience
- Benefits includes generous paid holidays and time off policies; health insurance covering medical, dental and vision; 401K; and tuition reimbursement

**EQUAL OPPORTUNITY**

IPC is an equal employment opportunity employer. We are strongly committed to fostering a diverse, welcoming, and inclusive work environment. IPC provides equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, age, present or past history of mental disability, intellectual disability, learning disability, physical disability, including but not limited to blindness, status as a veteran, or any other characteristic protected by applicable federal, state, or local laws.

IPC complies with the Americans with Disabilities Act and corresponding state or local law. If you believe you need an accommodation in order to participate in the application process, please contact [careers@inclusiveteam.org](mailto:careers@inclusiveteam.org).

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Women, people of color, individuals with disabilities, and veterans are encouraged to apply.

**APPLICATION PROCEDURE**

To apply for this opportunity, please email your resume and cover letter to [careers@inclusiveteam.org](mailto:careers@inclusiveteam.org) with “IPC Staff Accountant” in the subject line.