

## **INCLUSIVE PROSPERITY CAPITAL STAFF/SENIOR ACCOUNTANT**

### **ABOUT THE ORGANIZATION**

Inclusive Prosperity Capital, Inc. (“IPC”) 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 or Senior Accountant (depending on experience) 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:

- Processing accounts payable transactions through the payment cycle
- Preparing invoices and accounts receivable transactions
- Maintaining the fixed assets, investment, and debt registers
- Assisting in preparing monthly journal entries
- Reviewing and reconcile general ledger accounts to supporting schedules
- Assisting in preparing monthly bank account reconciliations
- Assisting the Chief Financial Officer in the year-end close of the accounting records and the year-end financial audits
- Assisting the Chief Financial Officer with special projects as necessary
- Playing an integral role in our transition and migration to a new general ledger system
- 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 or Master’s degree in Accounting or related field with an emphasis in Accounting is required. The qualified candidate will have a minimum of 2 years of accounting experience with a public accounting firm, private company, or combination of both.

**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 Oracle NetSuite desired, but not required
- Experience with general ledger closes and financial statement preparation
- Experience with investment accounting and/or consolidations 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
- Ability to work independently and take ownership of their own tasks and anticipate the needs of the department

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

**WHAT WE OFFER**

- Reports directly to the Chief Financial Officer
- The position will be a combination of remote and on-site work in our Hartford, CT office.
- Salary range: \$60,000 to \$74,000, commensurate with experience
- A commitment to work-life balance with flexible, generous time-off policies (13 paid holidays, three weeks of vacation time - increasing with years of service, other personal time off, including for voting and community service).
- Generous benefits package including health insurance covering medical, dental and vision, 401K with a 6% employer match, student loan repayment and tuition reimbursement for continuing education, and paid parental leave.

**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/Senior Accountant" in the subject line.