



## **POSITION: Accountant**

### **LOCATION**

Hybrid (in-person attendance as needed) in reasonable commuting proximity of Montpelier, VT.

### **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 competitive salary in alignment with the market at \$50,000.00-60,000.00.

### **ABOUT RAP**

The Regulatory Assistance Project (RAP)<sup>®</sup> 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**

This is an exciting opportunity to work as a member of a cutting-edge international team on clean energy and climate change topics!

Using generally accepted accounting principles, you will be working closely with the Director of Finance to accomplish all company financial and accounting functions. You will manage all multi-currency banking transactions within accounts payable and receivable, prepare journal entries, monthly and year-end closings, bank reconciliation, fixed asset maintenance, and general ledger reconciliation, and be responsible for many aspects of internal reporting during the monthly close. Additional accounting functions may include interacting with our external auditors and preparing documents for annual audits and tax returns.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties may be done independently or as a key member of the headquarters team, working closely with and under the supervision of the Director of Finance.

- Monthly reconciliation of all inter-company accounts and bank accounts while ensuring banking/accounting activity is in full compliance.
- Complete monthly, quarterly, and annual closings, including international currency conversions.
- Record all financial transactions; compile, organize, verify, and post details of transactions to RAP's electronic accounting platform from timesheets, expense reports, invoices, and other documents, while also auditing details for accuracy and compliance with RAP policies and procedures.
- Process foreign entity transactions in partnership with external accounting partnerships.

- Process all A/P and initiate payments within accounting and banking software.
- Prepare accounts receivable billing and invoicing statements; maintain customer accounts and collection of accounts receivable.
- Records journal entries and reconciles consolidated general ledger accounts.
- Maintain record of assets including depreciation and amortization schedules.
- Compile financial reports including cash receipts and expenditures, accounts payable, and receivable, profit and loss, cash sources and uses, and departmental reports for review by management.
- Maintain W9s for independent contracts and complete 1099 during year-end closing.
- Prepare financial data and documents for the annual external audit and preparation of the IRS 990 filing. Respond to auditors' requests, adjust, and close entries to general ledger accounts as needed.
- Assist in managing RAP's online time and expense system, including liaising with vendor technical support, updating project and user information, assuring ongoing integration with RAP's accounting platform, and providing technical support to staff.
- Other duties as assigned by the Finance Director, depending on scope and project.

## **MINIMUM QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Bachelor's degree in accounting or finance or equivalent, and/or verifiable experience in a similar role in lieu of a degree.
- Thorough knowledge of cost accounting procedures.
- In-depth understanding of Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Board (FASB) standards for non-profit organizations.
- Excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports.
- Ability to ensure accuracy and effectiveness in all accounting tasks.

## **HELPFUL SKILLS AND QUALIFICATIONS**

- Experience with general ledger functions and the month-end/year-end close process.
- Hands-on experience with accounting software packages, like Sage Intacct and Nexonia.
- Advanced MS Excel skills including VLOOKUP and pivot tables.
- Accuracy and attention to detail.

- Aptitude for numbers and quantitative skills.
- Relevant certification (e.g., CMA, CNAP, CPA) will be preferred.
- Understanding of global organizations, including cultural and regional intricacies and approaches.

## **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 accommodations may be made to enable individuals with disabilities to perform these functions.

- Able to work at a monitor/ screen for long periods.
- Capable of regular in-person attendance in the Montpelier office.
- Full-time and flexible, early mornings, evenings, and weekends may be needed to support global operations.

## **SUPERVISORY RESPONSIBILITIES**

Will vary with project and strategic plan needs.

## **REPORTS TO**

Director of Finance

## **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](mailto:hr@raponline.org).