



## ENERGY COORDINATING AGENCY

106 W. Clearfield Street Philadelphia, PA 19133  
(215) 609-1000 | [ecasavesenergy.org](http://ecasavesenergy.org)

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# Senior Accountant

**Reports To:** Chief Financial Officer

**Location:** In-person with Hybrid remote schedule available

**Hours:** Full-time salaried exempt

**Compensation:** \$80-90K annually, commensurate with experience

### **About Energy Coordinating Agency**

Energy Coordinating Agency (ECA) is a 501(c)3 non-profit organization whose mission is to help people conserve energy and to promote a sustainable and socially equitable energy future for all. Since 1984, ECA has led the design and implementation of high-quality energy conservation, education, and home repair initiatives to eliminate energy burden and stabilize low-income families in their homes and communities.

### **Position Description**

The Senior Accountant is responsible for assisting the CFO with overseeing all financial aspects of the organization, ensuring financial stability, strategic planning, and regulatory compliance for a large non-profit. This role involves financial forecasting, budgeting, reporting, and managing financial risks while providing guidance on financial decision-making to senior leadership. It will also serve as a key point of contact for financial matters within the organization.

### **Duties and Responsibilities:**

- Lead the month end close process and assist the CFO with preparation and review of monthly financial reports for senior leadership including Profit & Loss, Balance Sheet, and KPI reports
- Supervise 2 Staff Accountants

- Assist with the annual Budget and Forecast
- Oversee and manage daily cash flows
- Work with CFO to maintain internal controls
- Ensure compliance with federal, state, and local regulatory contract requirements
- Provide leadership and direction to the finance team, fostering professional growth and efficiency
- Collaborate with other departments to align financial goals with operational strategies
- Develop and manage the organization's grant budgets
- Assist with the annual audit and preparation of the 990s

#### **Qualifications & Skills:**

- Bachelor's degree in finance, Accounting, or a related field
- Minimum of 2-5 years of experience as a senior/staff accountant, preferably with a leadership role in a non-profit organization
- Experience with Budgets, Forecasts, and Annual Financial Audits, including Single Audit (formerly A-133)
- Knowledge of Federal grant and contract regulations (2 CFR 200) and Generally Accepted Accounting Principles (GAAP)
- Proficiency in Microsoft Suite and QuickBooks; Salesforce and Paychex a plus
- Exceptional analytical, problem-solving, and decision-making skills
- Excellent leadership, communication, and writing skills
- Ability to work independently and as part of a team
- Experience with system upgrades and migrations

#### **How to Apply**

Send your resume and cover letter to Ruth Brown, Director of Human Resources, at [ruthb@ecasys.org](mailto:ruthb@ecasys.org) for consideration.

**Background Checks**

Applicants are subject to an exhaustive background check, motor vehicle report, and drug testing.

**What We Offer**

The pay range for this position is \$80-90K annually, commensurate with experience. ECA provides health and dental coverage, paid holidays, and a 403(b) plan with employer matching, among other benefits.

ECA values diversity and is proud to be an equal-opportunity employer. Energy Coordinating Agency provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.