



## Center for Clean Air Policy (CCAP)

**TITLE:** Director of Accounting

**REPORTS TO:** Executive Director

**POSITION SUMMARY:** Has primary responsibility for oversight and coordination of day-to-day accounting functions in compliance with CCAP policies, GAAP and donor regulations.

**STATUS:** Part-time 2-3 days per week (20-25 hours per week)

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### KEY RESPONSIBILITIES:

- Maintain organization's general ledger to ensure all expenditures are accurately accounted for and financial statements contain accurate information.
- Develop, implement and execute accounting department policies and procedures including AP, AR, Payroll, cash disbursements and receipts, expenses, and revenue recognition.
- Facilitates the monthly closing process including:
  - Preparation and/or review of journal entries
  - Review bank reconciliations
  - Review bi-monthly payroll
  - Allocation of labor, fringe and overhead to projects
- Produces monthly financial reporting including Balance Sheet, Income Statement, Budget vs. Actual, and Project Status reports.
- Provides necessary analysis of financial reports to assess the efficient allocation and employment of the Center's resources (staffing, cash position, indirect cost rate monitoring, etc.).
- Provides information to facilitate other required project/grant reporting; produces financial information to facilitate invoicing for cost reimbursement contracts.
- Coordinates and facilitates the annual audit. Works with auditors to provide all the relevant reports, reconciliations and analysis of financial information to ensure a clean report.
- Safeguards and ensures the proper use of the Center's fixed assets. Maintains detailed records of assets acquired, depreciated, and disposed through the life of the assets.
- Supervises accounting staff and support staff.



- Generates other annual reporting including 1099's, required filings for the 403(b) retirement plan, and financial information related to filing Form 990.

## **SKILLS & REQUIREMENTS**

- Strong understanding of GAAP and federal reporting requirements and the ability to assist and support others in their application.
- Attention to detail, with a willingness to perform all levels of accounting functions.
- Ability to build and maintain effective accounting procedures.
- Experience with audit processes, government contracting and related issues.
- Experience with doing business internationally and working foreign currency transactions a plus.
- Microsoft Dynamics experience a plus. Strong excel skills required.
- Bachelor's degree required with 10-15 years' experience in a non-profit, project management environment. CPA required.

## **ORGANIZATION**

CCAP is a collegial, non-hierarchical non-profit organization headquartered in Washington, DC. Established in 1985, CCAP is a recognized world leader in climate and air quality policy, helping policymakers around the world develop, promote, and implement innovative, market-based solutions to major climate, air quality and energy problems that balance both environmental and economic interests.

## **HOW TO APPLY**

Submit a well-written, one-page cover letter, a resume not to exceed two pages, and at least 3 references to: [creynolds@ccap.org](mailto:creynolds@ccap.org) with the subject line: Director of Accounting.