

# Career Opportunity



**NY Green Bank**  
A Division of NYSERDA

## Associate, Finance & Operations NY Green Bank, New York City Headquarters

New York is leading the nation in the fight on global climate change and the transition to a clean energy-powered economy. The [Climate Leadership and Community Protection Act \(Climate Act\)](#) has created the most aggressive climate change goals in the nation and requires an ambitious agenda that blends proven catalysts with innovative approaches while operating across a broader energy arena that is rapidly evolving. New York State Energy Research & Development Authority (NYSERDA) is a driving force in realizing this agenda. NYSERDA works with stakeholders that span residents, business owners, developers, community leaders, local government officials, universities, utilities, investors, entrepreneurs, and more, to develop, invest, and foster conditions that:

- Attract the private sector capital investment needed to expand New York's clean energy economy
- Overcome barriers to using clean energy at a large-scale in New York
- Enable New York's communities and residents to benefit equitably from energy efficiency and renewable energy

### JOB OVERVIEW

NY Green Bank ("NYGB") is a globally recognized sustainable investment fund with the mission to accelerate clean energy and sustainable infrastructure deployment in New York State ("NYS" or the "State"). NYGB works to increase the size, volume and breadth of sustainable infrastructure investment activity throughout the State, expand the base of investors focused on NYS clean energy opportunities and increase market participants' access to capital on commercial terms. To achieve these objectives, NYGB collaborates with the private sector to develop transaction structures and methodologies that overcome typical clean energy investment barriers and serve as replicable models for other capital providers. NYGB is a division of the New York State Energy Research & Development Authority ("NYSERDA").

As of March 31, 2022, NYGB has invested more than \$1.7 billion across a range of technologies including solar, wind, clean transportation, community distributed generation, energy storage, controlled environment agriculture, bioenergy, energy efficiency, and others. NYGB's investment activities demonstrate that many of the financial market barriers to sustainable infrastructure projects in NYS are surmountable.

NYGB's teammates are mission-driven, solutions-oriented professionals with:

- Deep credit, risk, strategy, and operational expertise
- Extensive project finance experience with a technical edge in clean energy and sustainable infrastructure finance

The team is committed to diversity, equity and inclusion and works with a wide range of clean energy market stakeholders with diverse interests and backgrounds – including through its effort to meet the goals of the Climate Leadership & Community Protection Act by investing in projects benefiting the State's disadvantaged communities.

NYGB seeks a highly motivated individual with excellent organizational, writing, critical thinking, and quantitative skills to work with the Finance & Operations team. This position will report to the Managing Director of Finance & Operations. The Associate will work closely with a small team that manages NYGB's portfolio, financial, general operations, treasury-related, fund administration, loan servicing, accounting, and financial reporting functions. The Associate will gain hands-on experience to a wide variety of activities, clean energy transactions and the underlying energy technologies.

### PRIMARY RESPONSIBILITIES

Working closely with the NYGB Operations & Finance team, support the full range of day-to-day operations activities across the organization with an emphasis on operational strategy, financial planning and analysis, fund administration, and related reporting/presentation of key data, findings and recommendations of these areas.

- Operational strategy development and implementation
  - Assume day-to-day management in the assessment and identification of needed initiatives within NYGB operations with an eye toward optimization and improvements
  - Play a lead role in devising, implementing and maintaining new systems, protocols and/or practices (e.g., onboarding, CRM, optimization, etc.)
  - Communicate with and incorporate feedback from stakeholders including NYSERDA Management, NYGB Management and NYGB staff
  - Assist in the scoping, scheduling and execution of internal meetings and briefing sessions on key operational issues, practices and procedures, including current organizational and industry issues and best practices

# Career Opportunity



**NY Green Bank**  
A Division of NYSERDA

- Financial planning and analysis
  - Work with large financial data sets to perform regular analyses including those related to treasury-management, capital management. Analyses include weekly liquidity, monthly cash flow, monthly management reports, and capital status updates
  - Perform variance analyses
  - Project manage and perform analysis for annual budgeting and quarterly forecasting
- Fund Administration and Accounting
  - Support the Finance & Operations team to prepare audited and unaudited financial statements
  - Work closely with NYGB's fund administration team to monitor, analyze and ensure proper accounting of NYGB portfolio and corporate activity. Monitor cash movements in fund accounts (e.g., perform reconciliations and investigations) to identify and resolve breaks
  - Ensure proper internal control measures are met, including to support wires, invoices and internal and external audit requests
  - Review monthly Net Asset Value determinations and related records to ensure accuracy and proper reporting
  - Analyze requests to modify transactions for impact to fund accounting, investment administration and financial planning and analysis as noted above
  - Monitor portfolio activity (e.g., notices) to ensure complete and organized records for every deal
- Perform other responsibilities as assigned

## MINIMUM QUALIFICATIONS

- 2 years' experience with investment operations and/or project, structured or leveraged finance and investment
- Bachelor's degree
- Team-player with demonstrated interest in sustainability / sustainable investments
- Action/results-oriented: able to execute and get desired results, consistently gets things done in a timely and professional manner, honed attention to detail
- Able to handle a large volume and variety of projects in parallel: able to prioritize and keep all initiatives moving forward to meet deadlines, flexibility to move between projects, including where priorities and objectives shift
- Involve the right people at the right time for optimal problem-solving and decision-making
- Strong analytical and problem-solving skills with extensive proficiency in MS Excel and other MS Office products including PowerPoint and Word, familiarity with portfolio management, accounting and client relationship management software or similar systems a plus
- Able to build trust and strong relationships across (and outside) the organization
- Strong verbal and written communication skills with the ability to articulate complex concepts

## SALARY

The salary range is \$82,383 - \$115,490. Candidates will be considered based on qualifications and experience. An excellent benefits package is offered.

## TO APPLY

Please submit **one file** that includes **both your cover letter and resume** [here](#)

IND 123

*Diversity, Equity, and Inclusion (DEI) are core values at NYSERDA and in our work for the people of New York State and the clean energy market. We are passionate about building and sustaining an inclusive and equitable working environment and are committed to diversity in all its forms. Because our programs serve all New Yorkers, we are committed to hiring and retaining a diverse, engaged workforce and building a workplace that empowers all NYSERDA employees to achieve their full professional and personal potential.*

*NYSERDA is committed to equal employment opportunity regardless of race (including traits historically associated with race), ethnicity, color, religion, sex (including pregnancy), sexual orientation, gender identity or expression, the status of being transgender, familial status, marital status, age, national origin, disability (including pregnancy related conditions), military or veteran status, genetic information or predisposition, reproductive health decision making (including the decision to use or access a particular drug, device, or medical service), the status of being a victim of domestic violence, known relationship or association with any member of a protected class, or any other basis prohibited by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know by contacting the Designee for Reasonable Accommodations (DRA) and Americans with Disabilities Act Coordinator which*

# Career Opportunity



**NY Green Bank**  
A Division of NYSERDA

can be found under the Americans with Disabilities Act section of this [page](#) labeled as “Reasonable Accommodation Contact Information.”