

Director of Finance NY Green Bank, New York City Headquarters

NY Green Bank (“**NYGB**”) seeks a highly motivated individual with hands-on, financial/investment accounting expertise and demonstrated capabilities in managing the administrative function of investment/credit funds. This individual will play an important role in ensuring the accuracy and reliability of fund accounting and financial and management reporting that will support NYGB asset managers and leadership in making informed decisions, as NYGB continues to grow. This position reports directly to the Chief Operating Officer and is located in NYGB’s office in New York City.

NYGB is a State-sponsored specialized financial entity that is structured and operates like a private sector investment fund/asset manager. Its mission is to focus on the financing markets and, together with private sector capital, invest in projects that accelerate the deployment of commercially demonstrable clean energy technologies in New York State. NYGB is an established asset manager, with overall investments to date over \$450.0 million. In late 2017, Governor Cuomo announced that NYGB would seek at least an additional \$1.0 billion of third-party capital in 2018 to broaden the scope of investable projects and increase the amount of clean energy deployed for every public dollar invested. This capital-raising process is just beginning and represents a potential first-of-its-kind transaction for a State-sponsored entity. In conjunction with the third-party capital raise, NYGB intends to expand the availability of financing for clean energy projects – and therefore its investing activity - nationally.

Key Responsibilities:

- Day-to-day ownership of NYGB’s Fund Accounting & Administration activities, including primary ownership of SS&C GlobeOp (“**SS&C**”) investment administration platform and relationship and ensuring that all NYGB fund activities are timely, accurately and properly accounted for;
- Work with SS&C and management to deliver, review and approve monthly NAV packs and all underlying and related information;
- Oversee all accounting activities through maintaining and controlling the financial reporting systems, and all needed checks and reconciliations, including with respect to:
 - Daily monitoring of all individual investment and portfolio activity, and other accounting transactions;
 - Effecting and monitoring loan and investment payments/invoicing;
 - Revenue and expense tracking;
 - Accounts payable and receivable;
 - Cash movements in fund accounts (i.e., cash reconciliations and identifying/resolving all breaks etc.); and
 - Maintain and evolve efficiency and effectiveness of processes to ensure proper internal controls system;
- Prepare and review trial balances and work paper product;
- On an ongoing basis, monitor, manage and optimize SS&C functionality and performance for portfolio and individual investment tracking and more generally develop, implement and improve control procedures to ensure accuracy, timeliness and quality of all fund accounting deliverables;
- Point-person for internal clients and consumers of fund accounting/administration information on periodic and *ad hoc* bases, including the Management, Investment & Portfolio Management, Operations & Finance, Risk & Compliance, Legal & Regulatory, and NYSERDA Finance teams, as well as internal committees (e.g., Valuation, Investment & Risk) as needed;
- Prepare unaudited financial statements and scheduled (e.g., monthly and quarterly) and ad-hoc reports, including variance analyses for management and NYSERDA Board review;
- Prepare and review annual financial statements, footnotes and MD&A in accordance with US GAAP;
- Manage all aspects of the annual financial statement audit, including working with independent auditors and internal NYSERDA accounting staff to address all items and complete the audit on-time and error-free;
 - Participate in capital and liquidity management, including monitoring portfolio liquidity profiles, understanding cash flow expectations, and developing strategies for meeting portfolio liquidity needs;
- Prepare monthly management reporting inputs; recommend improvements to enhance the effectiveness and accuracy of management reports and reporting process;
- Participate in the annual budgeting/forecasting process to support NYGB’s annual business planning process and deliverables, along with semi-annual budget reviews and variance analyses;
- Regularly collaborate with NYSERDA’s Finance Department in connection with expense tracking and accounting, periodic reporting (on stand-alone and consolidated bases) and *ad hoc* needs;
- Oversee NYGB’s procurements and contracting with vendors, managed through a PeopleSoft system;

- Produce *ad hoc* reports on transactions or the portfolio as needed; and
- Potentially in future, prepare and review limited partner and general partner allocations, provide tax accounting support, establish plans for new investor setup and transitions and assemble investor capital statements.

Core Competencies & Experience:

- 8+ years accounting experience including private sector experience in a finance/accounting administration role in a corporation, private equity firm, hedge fund, commercial or investment banking organization, pension fund, accounting services firm or similar environment. Preferred candidates will have at least four years of private equity or comparable experience with hands-on involvement in fund/investment accounting and administration. Previous experience with project, structured or leveraged finance and investment is a plus;
- Knowledge of US GAAP required and US Governmental Accounting Standards Board (GASB) a plus;
- Experience reviewing and preparing general ledgers and financial statements, including portfolio accounting;
- Project management skills with exceptional attention to detail;
- Able to handle a large volume and variety of projects in parallel; to prioritize and keep all initiatives moving forward to meet deadlines; and to move between projects, including where priorities and objectives shift;
- Strong verbal and written communication skills with the ability to articulate complex concepts;
- Strong analytical and problem-solving skills;
- Advanced computer skills with extensive proficiency in Microsoft Office programs including Excel and PowerPoint; familiarity with common fund accounting and administration platforms (e.g., Geneva). Experience with reporting and visualization tools a plus;
- Action/results-oriented; able to work independently and as part of formal and informal teams; to execute and get desired results; and to deliver consistently and in a timely and professional manner;
- Involves the right people at the right time for optimal problem-solving and decision-making;
- Able to build trust and strong relationships across (and outside) the organization;
- Takes ownership of tasks, projects and relationships and follows through on obligations and promises;
- Unparalleled work ethic with the ability to perform under pressure and tight deadlines and a willingness to commit substantial time and energy to the success of NYGB; and
- Adaptable, self-starter capable of working under limited supervision, taking on new and unfamiliar tasks as needed, comfortable being “hands-on” and directly involved in projects to achieve NYGB objectives and working effectively in a dynamic, fluid and fast-paced organization.

Educational Requirements:

- Bachelor's degree in Accounting, Finance, Economics, or a related discipline
- CPA designation

To Apply:

Please send a cover letter and resume (**in PDF format with your name included in each file name**) to recruiter@nyserda.ny.gov by close of business on **Friday, March 30, 2018**. Please include “**NYGB Director of Finance**” as the subject to your email.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.