

Analyst, Operations & Finance NY Green Bank, New York City Headquarters

The \$1.0 billion NY Green Bank (“NYGB”) was established to attract private sector capital to accelerate clean energy deployment in New York State (“NYS”). To date, NYGB has participated in transactions by providing: construction and longer-term post-construction financing and investment, short-term financing to enable developers to aggregate smaller distributed assets into portfolios at scale, and credit enhancements.

NYGB works to increase the size, volume and breadth of clean energy investment activity throughout the NYS, expand the base of investors focused on NYS clean energy, and increase clean energy participants’ access to capital. To do so, NYGB collaborates with the private sector to develop transaction structures and methodologies that overcome typical clean energy investment barriers, such as challenges evaluating risk and addressing the needs of distributed energy and efficiency projects where underwriting may be geared more towards larger and/or groups of somewhat homogeneous investment opportunities.

NYGB is seeking a highly motivated individual with excellent organizational, execution, analytical and communications/presentations skills to join the NYGB team in the position of Analyst, Operations & Finance reporting to the Chief Operating Officer. This position is located at NYGB’s office in New York City and may require some travel (approximately 10%).

Key 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 financial planning & analysis and reporting/presentation of key data, findings and recommendations, including with respect to:

- All reporting (internal/external; periodic/ad hoc) including financials and monthly management reports, regulatory filings, updates on NYGB activities/performance related to NYGB’s pipeline and portfolio – all on a quarterly, annual or other basis as needed;
- Ongoing fund administration (e.g., accounting and financial activity tracking) and loan/investment servicing activities (e.g., invoicing for fees and interest due);
- Interactions with NYSERDA colleagues as required across a range of topics (e.g., finance, HR, legal, specific programs); and
- External Affairs activities as required, including organizing, arranging and preparing for presentations/meetings, stakeholder outreach and responding to NYSERDA, investor/regulator (i.e., PSC and DPS), Chamber staff, Regional Greenhouse Gas Initiative and other stakeholder information requests;
- Portfolio management activities as required;
- Implementation and management of key NYGB infrastructure platforms, whether internally developed or provided by third parties (e.g., fund administration, loan and investment servicing, “CRM+”/portfolio and pipeline management), especially data management, maintenance and checks;
- Strategy development and implementation, including annual business planning and pro forma and budget development, together with periodic financial, planning and analysis and budgeting activities;
- 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,
- Ad hoc and special projects relating to NYGB’s ongoing business and operations; and
- Perform other responsibilities as assigned.

Core Competencies and Experience

- Strong analytical and problem-solving skills with extensive proficiency in MS Excel and other MS Office products including Power Point and Word; familiarity with PeopleSoft accounting and management software or similar systems a plus;
- Action/results-oriented; able to work independently and as part of formal and informal teams; 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;
- Takes ownership of tasks, projects and relationships and follows through on obligations and promises;
- Strong verbal and written communication skills with the ability to articulate complex concepts;
- Unparalleled work ethic with the ability to perform under pressure and tight deadlines with a willingness to commit substantial time and energy to the success of NYGB;
- Adaptable, self-starter capable of taking on new and unfamiliar tasks as needed while working effectively in a dynamic, fluid and fast-paced organization;
- Involves the right people at the right time for optimal problem-solving and decision-making;
- Able to build trust and strong relationships across the organization;
- Experience in a comparable position with hands-on involvement in operations, finance, reporting and special projects is a plus; and
- Private sector experience in an operations and/or finance role in a corporation, private equity, hedge fund, commercial or investment banking organization, or similar environment. Previous experience with project, structured or leveraged finance and investment is a plus.

Minimum Educational Requirements

- A Bachelor's degree, preferably in finance, economics, business or a related area.

Salary

Individuals will be considered for the position based on qualifications and experience. An excellent benefits package is offered.

To Apply

Please submit a cover letter and resume along with **salary history & requirement** to recruiter@nyserda.ny.gov by **August 31, 2016**. When applying, please type the Position's Title and Job Code 394 in the Subject Line.