



POSITION DESCRIPTION: FINANCE MANAGER

[Elemental Excelerator](#) is seeking a self-directed, flexible, detail-oriented, and mission-driven individual to join our team.

About Elemental Excelerator

Elemental Excelerator (EEx) helps startups change the world, one community at a time. Each year, we find 12-15 companies that best fit our mission and fund each company up to \$1 million to improve systems that impact people's lives: water, agriculture, transportation, and energy. Our program is funded by the U.S. Office of Naval Research and other public and private partners; and operates in partnership with the Pacific International Center for High Technology Research (PICHTR) and Emerson Collective.

Who is the Finance Manager?

The Finance Manager will support Elemental Excelerator's team in achieving its goals, specifically working closely with the leadership team to manage the financial side of the organization. Elemental Excelerator recently became an independent non-profit entity. A key responsibility of this role will be the creation of financial and accounting structures for the different types of funding received by the program. This position is based in Honolulu, Hawaii.

We are looking for someone who is self-directed, flexible, detail-oriented, excels in a fast-paced environment, and is committed to measurable performance and continuous improvement.

What does the Finance Manager do?

The Finance Manager will be a key member of the executive management team of Elemental Excelerator. Duties will be performed in a dynamic team environment with support from other team members, fellows, and consultants as needed. The Finance Manager will be accountable for the development of a financial and operational strategy and the ongoing development and monitoring of control systems designed to preserve assets and report accurate financial results for Elemental Excelerator.

Duties may include:

Financial Controls:

- Oversee the creation of an accounting and bookkeeping system for all types of funding received by the program (private, public - federal, public- state/local, and non-profit donations).
- Work with a Professional Employer Organization (PEO) and the EEx team to ensure compliance with federal rules and regulations.

- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable, and payroll in collaboration with the PEO.
- Develop a financial and operational strategy and ensuring the ongoing development and monitoring of control systems designed to preserve assets and report accurate financial results.
- Report financial status and results to Elemental Excelerator team and leadership.
- Participate in meetings with external partners as needed.
- Maintain banking relationships.

Planning:

- Assist in formulating Elemental Excelerator’s future direction and supporting tactical initiatives.
- Develop financial and tax strategies and complete (or manage to completion) required documentation.
- Budget development and tracking.
- Develop performance measures that support Elemental Excelerator’s strategic direction.

Operations:

- Oversee Elemental Excelerator’s transaction processing systems.
- Maintain accounting controls by preparing and recommending policies and procedures. Ensure that record keeping meets the requirements of auditors and government agencies.
- Document financial transactions by entering appropriate account information. Reconcile financial discrepancies by collecting and analyzing account information.
- Recommend financial strategies by analyzing historical data and accounting options.
- Summarize current financial status by collecting relevant information, preparing balance sheets, and other reports.
- Substantiate financial transactions by auditing documents.
- Secure financial information by completing system backups on a regular basis.

Qualifications

Minimum Qualifications:

- Master’s degree in accounting or business administration from an accredited post-secondary institution
- Four or more years of experience managing an accounting/financial function
- Experience with federal funding and contract management
- Excellent oral and written communications skills
- High energy, positive “can do” attitude, flexible, team-oriented
- Outstanding organizational skills
- Extremely detail-oriented and thorough, ability to work with deadlines and consistently follow through to completion of assigned projects
- Creative and proactive in solving problems

Preferred Qualifications:

- CPA designation
 - Experience working with Google suite (email, drive, etc.), Box (file management), Basecamp (project management)
 - Experience working with a Professional Employer Organization (PEO)
 - Experience working in nonprofit, energy, or entrepreneurship-related organizations
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Compensation

Competitive pay will be offered commensurate with qualifications, and competitive benefits will be provided. This is a full-time "at-will" position working 40 hours per week. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Please submit a resume and cover letter online at www.elementalexcelerator.com/mission by 12:00 noon Hawaii Standard Time on Friday, June 23, 2017.

Equal Employment Opportunity Employer