



# ELEMENTAL EXCELERATOR

We're looking for an Accounting Manager!

## **About Elemental Excelsior**

Elemental Excelsior is a nonprofit created in collaboration with Emerson Collective, an investment and philanthropic organization dedicated to removing barriers to opportunity. Elemental Excelsior works collaboratively with Emerson Collective's Elemental practice, which focuses on strengthening the relationship between humanity and nature through scalable, equitable, and innovative solutions. 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: energy, water, agriculture, transportation, and beyond. We are supported by the U.S. Navy and a diverse coalition of utility partners, corporate partners, state government, and philanthropic organizations.

We believe that our most complex problems require collective action – and that this action must start at the local level. Our goal is not only to curate a portfolio of innovative and impactful startups, but also to build an ecosystem of passionate people working to change the world, one community at a time. We hope you'll join us.

## **Accounting Manager**

Elemental Excelsior (Elemental) is looking for a self-directed and experienced individual to manage the daily financial and accounting activities of a dynamic and fast-moving organization. The Accounting Manager will be responsible for financial analysis and oversight of financial reporting. This is a fantastic opportunity for someone who thrives in a constantly-changing organization and can react in stride.

The Accounting Manager will report to the Managing Director of Finance. The key responsibility for this role will be participating in and supporting Elemental's strategic plans by:

- Compiling and analyzing financial reporting packages, specifically in relation to:
  - Monthly close
  - Budget-to-actual results
  - Remaining spends on grants contracts from both government and private sources
  - Driving efficiency in reporting of all areas
- Communicating results and areas for attention to senior management
- Evaluating current accounting operations and internal control systems and making recommendations
- Acting as liaison with the audit and tax firm to ensure efficiency and timely completion of both

- Providing leadership to and oversight of the outsourced bookkeeping firm to ensure payables and receivables are accurately recorded to funding sources and general ledger accounts
- Overseeing the accuracy and timely submission of payroll as prepared by the office manager

## Qualifications

### Minimum Qualifications:

- Bachelor's degree in accounting
- 5 years of experience in increasingly senior roles
- Experience working with and/or engaging diverse stakeholders
- Excellent oral and written communications skills, including strong interpersonal skills
- Ability to professionally provide and receive feedback
- Team-oriented mindset and ability to work successfully in fast-paced teams
- Outstanding organizational skills with the ability to quickly re-direct
- Detail-oriented and thorough
- Self-motivated and self-directed
- Ability to work with deadlines and consistently follow through for completion of assigned projects
- Creative and proactive in solving problems

### Preferred Qualifications:

- Experience in public accounting and knowledge of all aspects of GAAP
- Experience with Government grant and nonprofit accounting

### Other Details:

- This position is based in Honolulu, Hawaii. *No other locations will be considered.*

## Compensation

Competitive pay will be offered commensurate with qualifications. Please submit a resume and cover letter online at [www.elementalexcelerator.com/mission](http://www.elementalexcelerator.com/mission). Equal Employment Opportunity Employer.

We will accept and review applications on a rolling basis. Although all applications will be considered, we may be unable to respond to all inquiries.