



Position Title: Accounting and Operations Manager

About David Gardiner and Associates (DGA)

David Gardiner and Associates (DGA) is a Washington, D.C. area-based strategic advisory firm focused on climate change, clean energy, and sustainability. We promote a wide range of climate solutions, including policies that support expanding access to renewable electricity, transmission, zero-emission transportation, renewable thermal energy, clean fuels, and more. Our clients are an exciting mix of non-profit organizations, corporations, trade associations, and governments. We help our clients with strategic planning, research and analysis, communications, and partnership building and advocacy. Additionally, DGA helped create and is currently providing both policy and operational support to three cutting edge clean energy advocacy organizations – [Americans for a Clean Energy Grid](#), the [Combined Heat and Power Alliance](#), and the [Renewable Thermal Collaborative](#).

Our team integrates decades of practical experience with diverse subject expertise and produces highly tailored and high-quality products to meet the specific needs of each client. If you want to be a part of a rapidly growing organization, which is driving climate change and clean energy solutions with a diverse mix of clients and partners and co-workers, you should come work at DGA!

Accounting and Operations Manager Position

David Gardiner and Associates is looking for a talented Accounting and Operations Manager (“Manager”) to join their small, close-knit, and nimble team. The Manager will be responsible for maintaining the internal finances of DGA, including managing Accounts Receivables, Accounts Payables, payroll, and financial reporting.

In addition to providing consulting services to our clients, DGA manages the business operations and finance of several non-profit organizations working on leading edge climate and clean energy issues. Americans for a Clean Energy Grid, the Combined Heat and Power Alliance, SEEC Institute, and a collaborative organization, the Renewable Thermal Collaborative, are top organizations driving solutions in their field. The Manager will be responsible for maintaining the finances of these organizations, in coordination with the Chief Operating Officer.

The Manager will work closely with both internal and external executive level staff and directly with clients in the corporate and non-profit sectors. This position reports directly to the Chief Operating Officer (COO).



Core duties:

- Accounts Receivables: Invoicing and payment processing, maintaining clear and consistent records.
- Accounts Payable: Pay vendor and consultant invoices on time, maintaining clear and consistent records, including W-9 records.
- Forecasting and Projections: Work with COO to forecast and plan for cash flows, revenue, and expenses for DGA and its clients.
- Payroll: Run monthly payroll for DGA and its clients, ensuring accurate taxes, benefit deductions, and employee expense reimbursements; work with payroll vendor to ensure accurate and compliant tax reporting and payments; administer 401(k) retirement plan.
- Year-End Tax Support: Provide donor acknowledgment letters for non-profit clients; W-2 reconciliations with W-3; create and submit 1099 forms for vendors; provide CPA accurate quarterly projections for tax payment management.
- Finance management: Complete monthly close process for DGA and its clients; reconcile all financial accounts for DGA and its clients; provide accurate monthly reports to COO and other managers; work with COO on grant budget tracking and reporting for non-profit clients; support COO in client audit documentation and reporting.
- Operations: Create and manage contracts processing for DGA and its clients; support COO in semi-annual budgeting process; create and manage systems to track complex payment schedules; manage business registrations and state and local tax filings; complete annual reporting requirements.

Qualifications:

- 5+ years of relevant accounting, bookkeeping, or finance experience, with at least 2 of those years of experience in non-profit accounting required.
- Experience with consulting firm accounting a plus.
- Demonstrated ability to manage the full accounting cycle.
- Payroll processing experience.
- Strong analytical, interpersonal, and communication skills.
- Excellent attention to detail.
- Ability to effectively prioritize work to meet deadlines, using good judgement to determine how to accommodate urgent requests with ongoing work.
- Ability to collaborate with a team and deliver work products independently and proactively.
- Customer-service mindset, leading with solutions, clear communication, and delivery of high-quality work.



- Strong problem-solving and critical-thinking skills.
- Interest in improving our climate, sustainability, and advancing clean energy is a plus.

Compensation is \$75,000 - \$85,000, depending on experience. Employee benefits include healthcare plan, Flexible Spending Account, 401(k), monthly home office and commuting allowance, paid vacation time, 11 paid holidays, and additional vacation between December 26 and 31 when the office is closed.

For employees in the DC-metro area, DGA operates under a hybrid work schedule consisting of two days in the office and three remote.

Selection Process

The DGA selection decisions are based on applicant's qualification, merit, and DGA current projects. DGA is committed to building a team that represents a variety of backgrounds, perspectives, and skills. As an equal opportunity employer committed to taking action for racial and social justice, DGA values workplace diversity and inclusion. The more inclusive we are, the better and more successful our work will be.

To apply: Please send a resume and cover letter to jobs@dgardiner.com with the subject line: DGA – Accounting and Operations Manager.