



# Building Performance Institute

**Building Performance Institute, Inc.**

**Position Description**

**Director of Finance**

## **Who we are:**

The Building Performance Institute, Inc (BPI) is the nation's premier standards development and credentialing organization for residential energy auditing and upgrade work. BPI's mission is to provide the benefits of home performance to the nation's homeowners through best practice standards, credentials and quality assurance services for the home performance and weatherization industry.

BPI develops certifications using an open, transparent, consensus-based process built on sound building science. Since 1993 more than 100,000 BPI certifications have been earned by home performance and weatherization professionals nationwide. BPI's national network of test center providers delivers training and certification exams, and BPI credentials or standards are specified in 110 state, local or utility energy efficiency programs. BPI is accredited by the American National Standards Institute, Inc. (ANSI) as a developer of American National Standards and as a certifying body for personnel credentials.

## **Your role as Director of Finance**

As Director of Finance, you will be responsible for overseeing all of BPI's financial activities to ensure the organization remains in strong financial standing. You have proven leadership, financial acumen, strong collaboration instincts, and can excel as the finance leader of the organization. Finally, you will be energized by our mission and committed to a vision for a sustainable, healthy planet, thriving people, and energy justice.

This position involves substantial complex accounting, reporting, budgeting, and fiscal management responsibilities.

BPI's current financial position is strong, based upon our 30-year reputation for excellence and integrity. The person that fills this role will lead the company to a bright financial future with consistent accounting expertise, and an acute understanding of BPI's values and culture. They will oversee the company's account keeping activities, including developing and maintaining accounting and reporting systems, processes, and procedures.

The role presents a unique opportunity to help develop BPI's organizational vision, implement enhanced strategies, and improve our infrastructure for continued future growth.



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## **POSITION RESPONSIBILITIES:**

- Develop and administer financial systems and effective internal controls, including budget setting and tracking; expenditure approvals; record keeping and reporting, establishing, and managing budgets for government contracts; and the preparation of accurate and timely monthly financial statements.
- Assure safeguarding of assets and financial management systems.
- Ensure preparation and oversee financial audit.
- Review receipts and disbursements to ensure compliance with all financial objectives.
- Define, implement, monitor, and revise financial policies and guidelines for the organization.
- Liaise and strategize with BPI's Leadership to develop financial plans and ensure organization-wide operational compliance.
- Ensure adherence to financial laws and guidelines.
- Plan and monitor the day-to-day financial condition of the organization to ensure smooth progress.
- Ensure appropriate oversight of investment funds and make sound investment decisions to increase the company's portfolio.
- Analyze trends to reduce financial risks associated with making investment or spending decisions.
- Monitor, review, and approve accounting records.
- Work with the Operations team to support revenue growth of BPI's lines of business and product development.
- Oversee computerized accounting and auditing systems and procedures to provide complete and accurate records of financial and budgetary transactions.
- Prepare and present monthly, quarterly, and annual financial reports.



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- Evaluate and resolve complex operational and organizational problems as well as improving methods, systems, processes, and standards using the appropriate resources within or outside the department.
- May conduct special financial and statistical research including new or modified accounting data reports for use in reporting, budget preparation, and fiscal decision-making.
- Hire and supervise finance department staff, including giving directions, assigning, and prioritizing tasks, and delivering performance evaluations.
- Oversee payroll and employee benefits administration.
- Comply with applicable rules and regulations related to BPI's role as a developer of American National Standards and as a certifying body for personnel credentials.
- Review and monitor contracts and corporate expenditures.
- Supervise and review Government pricing documents including Wage Determination Proposals to the Government.
- Familiarity with Government billing systems such as IPP, GSA, SAM, and Webvendor a plus.
- Knowledge and understanding of Human Resources a plus.
- Other duties as assigned.

## Qualifications

**One** of the three following combinations of experience and education is required.

- Certified Public Accountant (CPA) or Public Finance Officer (CPFO), and three (3) years of progressive experience in a not-for-profit organization, with primary responsibilities in accounting, finance, or an auditing role working with fund accounting general ledgers, to include three (3) years supervisory responsibilities.
- Master's degree in accounting, business administration, or public administration, with concentration in accounting, plus five (5) years of progressive experience in a non-profit organization, with primary responsibilities in advanced accounting, finance, or an auditing role



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involving work with fund-accounting and general ledgers, to include three (3) years of supervisory responsibilities.

- Bachelor's degree in accounting or in business administration with concentration in accounting, plus six (6) years of progressive experience in a non-profit organization, with primary responsibilities in advanced accounting, finance, or an auditing role involving work with fund-accounting and general ledgers, to include three (3) years supervisory responsibilities.

## **Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government contracts and regulations. Ability to write reports, business correspondence, policies, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, board members, clients, customers, and the general public.

## **Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and to manage complex budgets.

## **Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **Computer Skills:**

To perform this job successfully, an individual should have knowledge of QuickBooks, Microsoft Word, Excel, Outlook, Access, PowerPoint, and Microsoft Project.

## **Supervisory Responsibilities**

Manages a team of 2-5 finance staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

## **COMPENSATION:**

This opportunity offers the ability to make a significant impact leading and growing an impactful national nonprofit organization. The position offers a strong starting base salary, a full



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benefits package, and a team-oriented atmosphere that is both positive and rewarding. Starting compensation includes: a competitive salary dependent on experience of 95,000 to 115,000 plus full benefits package that includes:

- Monday-Friday schedule
- Medical, Dental, and Vision benefits with deductibles paid by BPI
- Employee gain share program
- 10 Paid holidays and 17 days of paid time off (PTO) to start, increasing to 22 days in year 6 and 27 days in year 11
- Dental, Vision, Basic Life Insurance, Accident and Dismemberment Insurance, Non-Statutory Short- and Long-Term Disability insurance
- Section 125 Plan
- 401(k) Qualified Retirement plan with 4% employer match
- Voluntary adjusted summer schedule option

## **HOW TO APPLY:**

For immediate consideration please send resume, cover letter, and salary requirements to [HR@BPI.org](mailto:HR@BPI.org) using the subject title: "BPI.ORG DIRECTOR OF FINANCE SEARCH."

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

BPI is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.