

**National Association of State Energy Officials**  
**Job Posting: Director of Accounting**

**Director of Finance** – The National Association of State Energy Officials (NASEO) seeks a senior-level Director of Accounting to lead and implement NASEO’s accounting, compliance, and audit support functions. The ensures NASEO’s stewardship of member resources and compliance with laws and regulations associated with federal cooperative agreements, contracts, and grants. This position reports to the Executive Director.

**Position Responsibilities**

- Serve as primary advisor to NASEO’s Executive Director on all accounting and financial matters.
- Conduct all NASEO accounting functions and oversee financial reporting to federal and private funders.
- Coordinate with NASEO’s volunteer Board Treasurer on financial updates and controls.
- Oversee NASEO’s indirect and fringe rate projections, implementation, and compliance.
- Support Executive Director in preparing the organization’s annual budget.
- Provide regular organizational budget updates to the Executive Director and senior staff and.
- Provide input and assistance on federal agreement budgets, expenditures, and OMB compliance.
- Lead the engagement and support for NASEO’s annual independent audit.
- Convey the importance of financial accountability across NASEO staff.
- Provide input and advice on strategies related to NASEO staff or program growth.
- Provide written financial reports to the NASEO Board as requested by the Executive Director.

**Required Qualifications**

- Bachelor's degree and proven track record in accounting.
- Expert accounting skills in order to implement all NASEO accounting activities.
- Microsoft Dynamics GP experience.
- Adept knowledge of federal contract and/or cooperative agreements and processes.
- Strong understanding of Office of Management and Budget requirements.
- Demonstrated project management experience.
- Federal Financial Management experience.
- Certified Government Financial Manager a plus.
- Successful completion (prior to hire) and maintenance of background security review.

**About NASEO** – NASEO is the only national non-profit association for the governor-designated energy officials from each of the 56 state, territory, and District of Columbia. State Energy Offices work on a range of clean energy innovation, climate, energy security, and infrastructure policy and program activities. NASEO has robust funding agreements with the U.S. Department of Energy, foundations, states, and the private sector to support state-federal activities.

**Why NASEO** – NASEO provides excellent compensation and benefits. NASEO offers a competitive benefits package which includes fully-paid health and dental insurance, employer contributions to a 403(b) retirement plan, paid time off, and professional development options. This position also qualifies for NASEO’s flexible remote work policy for non-energy program staff.