



## JOB DESCRIPTION: DIRECTOR OF OPERATIONS

### POSITION SUMMARY

Hexagon Energy, a renewable energy project development company specializing in solar, wind, wave, biomass, and storage projects, is seeking Director of Operations to support its business. The Director of Operations will be responsible for oversight of all finance, accounting, and reporting activities. In addition, this position will manage all office related administrative tasks and support the development team. This position reports directly to the Managing Director and will work closely with our bookkeeper, as well as our outside tax and accounting firms.

Candidates must demonstrate a keen interest in and knowledge of standard accounting rules and practices. The ideal candidate's career history should demonstrate the ability to efficiently and effectively balance multiple projects in a deadline driven, team-oriented environment. Attention to detail (accuracy and thoroughness) and an interest in the renewable energy industry is a must.

Ideal candidates will have minimum 5 years in an Accounting Manager, Controller, or similar position.

### ROLES & RESPONSIBILITIES

- **Finance & Accounting**
  - Develop and administer financial policy, procedures, and internal controls
  - Coordinate annual audits
  - Coordinate annual tax preparation
  - Support the dynamic (monthly) budget process
  - Interpret monthly operating results against budgets
  - Prepare monthly financial statements
  - Manage payroll processing partner
  - Manage Accounts Payable and Vendor 1099s
- **General Operations**
  - Creation and maintenance of project LLCs
  - Lease and landlord management
  - Insurance management



- **Project Development Support**
  - Prepare and maintain project level reporting
  - Support development team in the creation and maintenance of project management tools (i.e., SmartSheet and SalesForce)
  - IRP and utility rate analysis
  - LMP and congestion analysis
  - EIA reporting
  - Vendor qualification and RFP management
  - Local tax analysis and abatement management
  - Project financial model creation and maintenance
  - Lease Option recording

## SKILLS

- Strong understanding of GAAP and reporting requirements
- Development experience preferred (real estate or renewable energy)
- Experience with QuickBooks
- Experience with SalesForce and SmartSheet (or other project management software)
- Mastery of Excel

## EDUCATION & ADDITIONAL CERTIFICATIONS

- Bachelor's degree in accounting a minimum (Master's degree in business or accounting preferred)
- CPA
- Minimum 5 years in an accounting manager, controller, or similar position

## LOCATION

This position is based at Hexagon's headquarters in Charlottesville, Virginia.

## TO APPLY

All inquiries, please send a cover letter and resume to: [careers@hexagon-energy.com](mailto:careers@hexagon-energy.com). Please include the position name in the subject line.

To learn more about Hexagon Energy visit: [hexagon-energy.com](http://hexagon-energy.com).