JOB OPENING: Controller
December 2021

About Clean Energy Ventures

At Clean Energy Ventures we’re beating back climate change through energy innovation. We fund disruptive, capital-light technologies and business model innovations that can reshape how we produce, manage, and consume energy. Each climate tech startup we invest in has the potential to reduce at least 2.5 gigatons of greenhouse gas emissions between our investment and 2050, while earning top decile returns.

Since 2005, our leadership team has invested in over 40 climate tech startups alongside prominent venture capital firms, leading OEMs, global materials companies, utilities, oil majors, our angel-investor partners at the Clean Energy Venture Group, and more. Over 80% of our portfolio companies have an investment from a multinational strategic.

Beyond funding, we provide hands-on guidance to the startups in our portfolio through dedicated leadership coaching, strategic marketing, IP development, financing, and active board participation. Our 19 Venture Partners guide our startups and enhance our value with their deep technical and operating experience.

Clean Energy Venture Management (“CEVM”, and also known as “Clean Energy Ventures”) is the management company for Clean Energy Venture Fund I, LP (“Fund I”), a $110M early-stage venture capital fund focused on climate tech investments. Fund I, which has a focus on the U.S. and Canada, began investing in late-2017 and currently has 16 companies in the portfolio and expects to invest in another four to seven companies within the next 12 months. Currently, we are raising Clean Energy Venture Fund II, LP (“Fund II”), which we anticipate being sized in the range of $200-250M. Our second fund will expand our geographic footprint to include Europe and Israel. We intend to expand our team and geography as we move into this second fund, including team members in Europe and Israel to support our investment strategy.

Position Description

The Controller will be responsible for supporting the management company with accounting, tax, budgeting, capital calls, financial modelling, returns analysis, quarterly and annual reporting, bookkeeping, compliance, due diligence and investment structuring, and such other activities as deemed appropriate by the Managing Directors. The Controller will be responsible for managing various activities across our different legal entities, including the management company, Fund I, Fund II, the GP of each fund, pre-fund investment vehicles, and the Clean Energy Venture Group (the “Entities”). The Controller will have leadership responsibilities in these areas, working with our third-party fund administrator, auditor and tax advisor. The Controller will also work with companies being diligenced by Clean Energy Ventures, and companies we’ve already invested as detailed below.
Key Responsibilities & Accountabilities

• Work collaboratively with the fund administrator to provide the data for and review quarterly unaudited financial reports and account statements for Fund I and Fund II
• Manage relationship with accountants and tax process for the Entities, providing all info required by the accountants and reviewing returns
• Manage audit with Fund I and Fund II auditor, including coordination of materials with portfolio companies
• Record and track Fund I and Fund II investments in our investment database and generate reports for Fund I and Fund II administrator and Managing Directors as needed
• Reconcile portfolio company cap tables vs. internal and fund administrator records
• Manage portfolio company warrant exercises
• Oversee financial compliance, including FINRA and other submissions, and update policies and procedures as appropriate
• Develop and update budgets for the Entities based on input from the Managing Directors
• Complete and manage all bookkeeping for the Entities
• Pay bills, manage payroll, receivables, payables and cash position for the Entities
• Manage capital calls and distributions for Fund I, Fund II and pre-fund entities
• Manage partner distributions for the management company
• Manage 401(k) and retirement accounts for the management company
• As appropriate, support our team during diligence of prospective investments with financial analysis
• Work collaboratively with our team to support financial modeling and reporting for portfolio
• Manage our banking relationships and lines of credit for Fund I and Fund II
• Support Managing Directors with Fund I and Fund II financial modeling of cash flows and returns
• Support internal operations, including reporting to LPs and interacting with CEV’s leadership team, in a proactive manner.

Qualifications & Experience Required

Qualified candidates will possess a strong combination of the following:

• Extremely high integrity individual with a strong reputation as honest, transparent, reliable, diligent, and trustworthy
• Demonstrated deep understanding of financial management, reporting, compliance, and controls, preferably in a fund management environment
• Track record of having driven strong results by solving challenging financial management and accounting problems
• Highly analytical, with structured, logical approach to problem solving and demonstrated ability to communicate decisions and the rationale behind them
• Strong financial modeling skills with a demonstrated ability to understand sophisticated models solving for custom problems, and preferably financial modeling for early-stage technology companies
• Reliable, proactive teammate and high emotional intelligence, especially in contexts requiring teamwork
• Extensive experience with Microsoft Excel and other spreadsheet and modeling tools
• Very strong written and oral communication skills
• Preferably 7 years professional experience in areas directly relevant to Clean Energy Ventures including experience in venture capital or private equity and prior accounting and audit experience
• Bachelor’s Degree or higher in relevant field such as accounting or financial management. CPA, other professional certifications, or MBA degree desirable

Compensation & Benefits

We seek to provide competitive and holistic compensation to all our team members, including:

• Competitive salary
• 401(k) and additional retirement plan benefits
• Healthcare coverage or healthcare coverage subsidy
• Unlimited vacation policy, mental health personal days, generous sick leave, plus a week-long winter break at the end of December
• Paid parental leave and medical leave of up to 20 weeks; short and long term disability
• Work from home office stipend and cell phone stipend
• All employees earn carried interest (i.e. a share in the General Partners’ profits from Fund performance)

At Clean Energy Ventures we aim to improve the diversity of our constituency across race and gender by seeking new team members from diverse backgrounds. We also aim to enhance our team’s understanding of diversity, equity, and inclusion, and to identify and manage our own unconscious biases in the hiring process and otherwise. We encourage all qualified applicants from any background to apply for this role.

Above and beyond discrimination/harassment based on “protected categories,” Clean Energy Ventures also strives to prevent other, subtler forms of inappropriate behavior (e.g., stereotyping) from ever gaining a foothold in our team. Whether blatant or hidden, barriers to success have no place at Clean Energy Ventures.

Clean Energy Ventures is an equal opportunity employer, and will not discriminate in terms of recruitment, progression and terms and conditions of work on the basis of personal characteristics unrelated to inherent job requirements including gender, race, color, disability, political opinion, sexual orientation, age, religion, origin, and marital status.

To apply, please send a cover letter and resume to careers@cleanenergyventures.com.