



Operations Manager Job Description

Solas Energy Consulting provides commercial advisory and consulting services for renewable energy projects across North America. Our expertise spans project development, project management, business development, and climate change policy analysis. With experience in renewable energy and climate change dating to the late 1990's, Solas has the depth and perspective required to help businesses navigate through the many issues associated with Climate Change policy and project development. Further information can be found at:

www.solasenergyconsulting.com

Solas Energy Consulting US Inc. headquartered in Fort Collins, is seeking a bright, motivated and conscientious operations manager to work on a full-time basis. The position is located in the Fort Collins, CO office. Prospective applicants should have a passion for the field of renewable energy. This position will primarily provide operations support to the senior management team. This position will expose the employee to utility scale wind and other renewable energy technologies; heavy construction; and other areas within the renewable energy market segment.

Main Job Tasks and Responsibilities

- Operations manager will perform the corporate human resources function including managing payroll provider, managing worker's comp, benefits administration, unemployment accounts, overseeing performance appraisal process, employee handbook updates, policies and procedures, and employee onboarding
- Operations manager will perform the corporate financial management function including bookkeeping with QuickBooks, reconciling bank and credit card accounts, A/P, A/R, expense reports, financial reporting, budgeting, analyzing budget variances, tax planning and treasury management, initiating corrective actions, identifying cost savings opportunities and financial planning
- Operations manager will assist with corporate risk management including monitoring and maintaining insurance, Client and Subconsultant contract management and review, cash forecasting, and tax planning
- Operations manager will manage corporate assets including vehicles, computers and other assets as may be acquired
- Operations manager will schedule and assign interns and manage intern program
- Operations manager will design and implement office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments
- Operations manager will run weekly Staff Meeting and keep meeting minutes
- Operations manager will maintain the QuickBooks Customer List and the Projects/Tasks in Toggl (time tracking software) and will ensure compliance with contract documents.
- Operations manager will provide support on consulting assignments as workload allows
- Perform other duties as assigned.

Education and Experience

- Undergraduate degree in business with accounting, or finance emphasis
- 2+ years operational experience
- 3+ years in bookkeeping and financial reporting
- 2+ years human resources experience
- Advanced written and verbal communication skills (bilingual English/Spanish a plus)
- Knowledge of clerical and administrative procedures
- Knowledge of principles and practices of basic office management
- Knowledge of contract management
- Competent computer skills including MS Office (Word, Excel, PowerPoint)
- Internet skills including use of e-mails, group messaging and information gathering
- Strong numerical and literacy skills
- Strong knowledge of QuickBooks mandatory
- Experience using Dropbox and Toggl a plus

Key Competencies

- Passion for renewable energy
- Excellent Verbal and written communication skills
- Strong attention to detail and focus on accuracy, consistency, and quality of work
- Ability to prioritize and manage multiple tasks and flexibility in terms of assignments
- Customer service orientation
- Functions well within a Team environment
- Organization and planning skills
- Problem solving ability
- Highly motivated
- Safety conscious
- Reliable

Job Location

· Fort Collins, CO

Disclaimer

This job description is not intended to be an exhaustive list of all skills and working conditions. It is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about the job.

In no event shall the job description be construed to represent a contract of employment. The Company maintains "at-will" employment, where either party is free to dissolve the relationship at any time.

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