

OVERVIEW

[Sunwealth](#) is a clean energy investment firm with a mission to invest in the future of energy, generating financial, social and environmental returns for investors and communities. We envision a future where renewable energy is accessible, affordable and inclusive. We invest in that future by financing renewable energy projects across our communities, making it possible for investors to put their money to work directly in diverse solar installations that benefit people and the planet. Sunwealth is located in Somerville's Davis Square. The Somerville Chamber of Commerce named Sunwealth its 2017 Green Business of the Year.

The Asset Management Associate will play a key role on a small team focused on revolutionizing renewable energy investment. The Asset Management Associate shall be responsible for the financial oversight and investor management for Sunwealth's growing portfolio of solar projects.

If you thrive in a collaborative, cutting edge, entrepreneurial environment and are looking for a unique opportunity to join a highly motivated team, with excellent benefits and a casual but results-driven work environment - this is the perfect opportunity for you.

KEY RESPONSIBILITIES

- Perform quarterly and yearly financial and impact reporting for Sunwealth's investors and ensure the timely disbursement of investor payments.
- Build out and manage data flow for the financial statements (balance sheet, income statement and statement of cash flows) for all the solar asset project companies.
- Assist in the preparation of tax working papers and engage with third party accountants for investor related tax matters.
- Help define strategy for – and manage the implementation of – the systems and processes for scaling Sunwealth's Asset Management function.
- Maintain Sunwealth's newly-implemented investor portal and interface with investors regarding their individual portal accounts.
- Manage third-party vendors to budget.
- Perform ad hoc analysis and projects to support Asset Management, Project Development and Investment teams.

DESIRED TRAITS/QUALIFICATIONS

- 2-4 years' experience in project development/corporate or project finance/administration, business administration, asset management, contract administration, deal execution or other similar commercial roles.
- Strong business and financial background with experience in accounting, finance and operations, including working with cross functional teams to achieve overall business objectives.
- Proficient with all MS Office programs, particularly Excel.

- Ability to manage multiple issues and clearly articulate outcomes, concerns and solutions.
- Team player who recognizes learning opportunities and can flex to fill different roles in a small organization and fast-paced environment.
- Curious, creative and flexible thinker, with an entrepreneurial mindset and orientation to action.
- Desire to take ownership of work and follow through on tasks.
- Desire to take on a key role in making an impact in the social investing ecosystem.

TEAM CULTURE/BENEFITS

- A beautiful, bright and centrally located office in Davis Square, accessible by public transit.
- A collegiate and collaborative, yet high-performing work environment.
- Competitive compensation package, including equity ownership.
- Health insurance, including medical, dental and vision.
- 401K plan.
- Snacks/fruit/sodas/good coffee provided daily.
- Company social events; team lunches, group runs, etc.

EQUAL OPPORTUNITY

Sunwealth is strongly committed to diversity and equality of opportunity. Sunwealth provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability or genetics. The Sunwealth workplace is an environment that is welcoming and inclusive for everyone.

HOW TO APPLY

Please submit your resume and cover letter to: hello@sunwealth.com. Be certain to include "Asset Management Associate" in the subject line of your email.

Due to the volume of resumes, it may not be feasible for us to follow up with every candidate. If you do proceed with our hiring process, please note we will ask for professional and personal references.