

Philadelphia Green Capital Corp.
Pennsylvania's Non-profit Green Bank
Operations and Finance Coordinator

Position Summary

The Philadelphia Green Capital Corp. (PGCC) is seeking a detail-oriented and highly organized Operations & Finance Coordinator to support the organization's financial administration, operational processes, and data management activities. This role will coordinate invoice processing, payment workflows, reporting, and program tracking across multiple initiatives and complex funding streams, helping ensure accurate and compliant operations. The ideal candidate is process-oriented, adaptable, and comfortable managing multiple priorities in a fast-paced, mission-driven environment.

Title: Operations and Finance Coordinator

Reports to: Operations Manager

Number of direct reports: 0

Location: Hybrid remote and in-person at 30 S 15th St, Suite 801, Philadelphia, PA

Open Date: September 24, 2026

Close Date: Applications will be accepted on a rolling basis.

Exempt/Non-Exempt Status: Exempt (Full-Time)

Residency Requirement: This position requires the employee to reside in Pennsylvania in the Philadelphia area within 6 months of start date.

About PGCC and PEA

The Philadelphia Green Capital Corp. (PGCC) is the green bank affiliate of the Philadelphia Energy Authority (PEA). PGCC's mission is to connect projects to capital, driving a robust, equitable, clean energy market in Philadelphia. PGCC scales and amplifies PEA's work and brings new financial products to the Philadelphia region's clean energy economy. Philadelphia Energy Authority (PEA) is an independent municipal authority advancing projects and programs that deliver on the City of Philadelphia's most urgent priorities, lower bills, stronger infrastructure, safer neighborhoods, and quality jobs. Since 2016, PEA has supported over \$1.3 billion in investment, creating more than 10,000 jobs in Philadelphia and driving \$2.4 billion in economic benefits across Pennsylvania. Together, PGCC and PEA's two primary residential programs are Built to Last and Solarize Greater Philadelphia.

Our Programs

Built to Last is a first-of-its-kind program helping low-income Philadelphia homeowners keep money in their pockets and their biggest investment in their possession. By bundling critical repairs with energy upgrades into one streamlined process, the program is a one-stop solution that removes barriers that often prevent households from accessing support. To date, Built to Last has helped more than 400 Philadelphia homeowners, stabilized homes for an average of only \$36,000, and delivered safer, healthier housing with lower energy costs and the absence of lead, asbestos and mold, strengthening neighborhoods at a fraction of the cost of new construction.

Solarize Greater Philadelphia is the largest solar program in the country. Since 2017, more than 4,300 households have participated in the consumer protection program, doubling Philadelphia's solar production over this time period, with over half residing in low- to medium-income neighborhoods. Philadelphia is a case in point that rooftop solar remains one of the most effective tools for lowering costs, building financial resilience, and addressing climate change, particularly for disadvantaged communities.

In addition to its support of PEA's residential programs, PEA is also a mission driven green lender. PGCC provides affordable, flexible capital to projects that lower energy costs, improve buildings, and strengthen community resilience. We ensure clean energy investments reach the people and places that benefit most. PGCC lends statewide, with a priority on projects located in low-income and disadvantaged communities (LIDACs), rural counties, and Southeastern Pennsylvania.

Key Success Factors

The ideal candidate is highly organized, detail and process-oriented, and is adept at managing complex administrative and financial workflows across multiple programs and funding sources. This individual is comfortable working with large volumes of financial and programmatic data, ensuring accuracy, consistency, and compliance throughout the entire payment and reporting cycle. PGCC seeks a flexible self-starter who can adapt to evolving priorities, develop efficient processes, and collaborate effectively across teams and external partners. Strong data management, accounting, and programmatic financial coordination skills including experience with CRM platforms (Salesforce preferred), financial tracking systems (Quickbooks Online preferred), contract administration, and reporting are essential. A passion and background for clean energy, sustainability, economic development, and equitable investment are key.

Role Responsibilities

- Support financial administration and payment processing for PGCC programs, with specific focus on Built to Last.
- Manage the receipt, review, and processing of program invoices, ensuring accuracy and alignment with organizational policies, contracts, and funding requirements.
- Coordinate with external accounting and finance partners to support accounts payable, financial reporting, reconciliations, pre-payments, audit preparation, and monthly financial close activities.
- Review scopes of work and supporting documentation to assist with funding source allocation, expense tracking, and grant compliance across multiple programs and funding streams.
- Maintain organized records of contracts, invoices, payment requests, and supporting documentation to ensure compliance with grant, financing, and program requirements.
- Support the tracking, documentation, and reporting of solar energy production, environmental attributes, and other program performance metrics.
- Update and maintain Salesforce and other organizational data systems, ensuring accurate records and timely reporting.
- Generate and support monthly, quarterly, annual, and ad-hoc operational, financial, and programmatic reports.
- Assist with budgeting, financial planning, cash flow tracking, and other organizational finance functions as needed.

Required Qualifications

- High school diploma or equivalent; associate's or bachelor's degree preferred.
- 1-3 years of relevant experience in operations, finance, accounting, bookkeeping, program administration, grants management, or a related field.
- Demonstrated ability to manage large volumes of data and documentation with exceptional attention to detail.
- Familiarity with bookkeeping, invoice processing, accounts payable workflows, or financial recordkeeping.
- Strong organizational, written, verbal, and interpersonal communication skills.
- Ability to manage multiple priorities, deadlines, and stakeholders.
- Ability to analyze information, identify discrepancies, and improve operational processes.

Preferred Qualifications

- Experience supporting grant-funded programs, public sector initiatives, or nonprofit operations, including familiarity with reporting financial and impact data for grants.
- Experience coordinating payments, contracts, procurement, or compliance documentation.
- Experience with Salesforce or other CRM and data management platforms, as well as Microsoft Excel, Google Workspace, and/or Quickbooks Online.
- Experience in clean energy, community development, housing, construction, or related sectors.

Salary & Benefits

Our salary target for this role is a \$55,000 to \$65,000 range and will be commensurate with experience. Benefits include (but are not limited to) generous healthcare, fringe and retirement benefits, and paid time off.

How to apply

Submit your resume and complete the required application information [here](#). Applications will be accepted and reviewed on a rolling basis, so candidates are encouraged to apply immediately.

Process

Qualified applicants will be asked to complete a brief written prompt. Candidates selected to move forward will be invited to a screening interview, followed by a panel interview with relevant staff, and a final interview with the hiring manager and PGCC leadership.

Through intentional hiring practices, PGCC is committed to fostering a respectful, diverse, and inclusive workplace. PGCC is an Equal Opportunity employer and does not tolerate discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.