



## Job Description

### Accounts Specialist

#### Description:

The Accounts Specialist is responsible for A/R and A/P on all invoices and providing operational support to the Manager and clerical office staff with responsibilities including, but not limited to, as follows:

#### Duties:

- Process accounts payable and receivable transactions accurately and in a timely manner;
- Learn, research, and implement government tax credits for renewable energy contract customers;
- Reconcile vendor statements and resolve discrepancies;
- Review and process employee expenses from field staff;
- Monitor and follow up with customer invoice aging reports weekly, monthly, and quarterly;
- Offering creative budget, cash flow, and other financial solutions, as needed;
- Collaborating with the Manager and office staff to maintain company financial health;
- Maintain accurate financial record of all receivables, transactions, and payables;
- Assist in additional office, as requested.

#### Knowledge and Skills:

- Must have excellent verbal and written communication skills
- Have excellent time management skills
- Be self-motivated and goal-oriented
- Be able to adapt quickly
- High degree of accuracy and strong attention to detail
- Demonstrate a collaborative and professional work ethic
- Positive and energetic attitude
- Enjoy a fast-paced work environment with changing priorities

#### Requirements:

- Must be 18 years of age or older
- Must have knowledge of QuickBooks/QuickBooks Desktop
- Must be proficient in Microsoft Office Applications; including Excel and Word Applications
- Must be able to lift over 50 pounds
- Must possess own reliable transportation

**Job Type:** Full Time (40 hours/week)

**Salary:** \$17.00 - \$20.00 / hour; depending on experience

**Experience:** 2 years of CPA or Accounting experience preferred

**Education:** Associates Degree in Accounting or Business-related discipline (Preferred); High School (Required)

**License:** Valid Driver's License in Good Standings (Required)

**Background Check Required:** Yes