

STAFF ACCOUNTANT

GreenerU is seeking motivated applicants for the position of part-time Staff Accountant to join our mission-driven team.

THE JOB

The Staff Accountant will broadly support all company accounting and administrative functions. This position will report to the company's Controller. The workload is expected to average around 20 hours per week.

Principal duties:

- Assist in completion of standard journal entry list
- Assist and/or support the preparation of reconciliations for all month-end balance sheet accounts
- Perform detailed analyses of various general ledger accounts and selected cost centers, as assigned
- Perform the reconciliation of bank statements and general ledger accounts.
- Input subcontractor and vendor invoices into accounting system and follow up on any issues
- Support various Accounting and cross-functional projects on an as-needed basis

Qualifications:

- Bachelor's degree in accounting for finance
- Motivated self-starter
- Excellent organization, attention to detail, and deadline-oriented
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness
- Strong problem-solving skills
- Ability to communicate effectively, both orally and in writing
- Basic accounting knowledge including understanding of generally accepted accounting principles
- MS Office experience required including extensive Excel knowledge
- At least 1 year of professional experience

ABOUT GREENERU

GreenerU believes educational institutions are uniquely positioned to lead the world in mitigating climate change. Our mission is to help them.

We do this by combining technical and people expertise to provide turnkey delivery of energy efficiency solutions and change management support for sustainability planning processes.

We focus on creating a culture of excellence, what we call the GreenerU Way, by:

- Putting our clients' interests first
- Striving for our best
- Continually raising the bar
- Consistently collaborating
- Communicating clearly
- Practicing what we preach

We also strive to create a diverse workforce and encourage qualified people of all races, genders, sexual orientations, religions, and other characteristics to apply.

Learn more about us at www.greeneru.com.

TO APPLY

Interested individuals are encouraged to submit a resume and cover letter explaining why you are a good candidate for the position to careers@greeneru.com.