

Accountant / Operations Administrator

SolarCraft – Novato, CA

SolarCraft provides solar and clean energy solutions for homes and businesses that deliver the highest financial and environmental benefits possible – delivering clean, renewable energy far cheaper than the utilities can or will. We reduce the cost of living and the cost of doing business locally, improve environmental health locally, create great jobs locally, and demonstrate leadership and responsible living in our community and beyond.

SolarCraft is seeking an experienced, highly motivated Accountant / Operations Admin to join our team. The position will be Full-time, based in our Novato, CA Headquarters, and will be an integral part of our Accounting and Finance team, and will support our Construction Operations, Service and Sales & Marketing teams. The primary responsibilities of the Accountant / Operations Administrator are:

- 1) to work closely with Accounting Manager to reliably perform all the responsibilities of the Accounting and Finance Dept. of solar construction (EPC) company. Includes everything from data entry to financial tracking to reporting and general accounting department functions.
- 2) As directed and coordinated with Accounting Manager and Department leaders, to track and manage sales commissions, project incentives, sub-contracts, and coordination of vendor contracts and payments.
- 3) work collaboratively with other departments to set up Project Job Costs files in Accounting Software systems (Foundation) and track milestone payments, invoicing, assist in collections, record keeping and managing files in paper and multiple software programs.

The **Accountant / Operations Admin** must have experience in Accounting or Bookkeeping. SolarCraft employs ~ 50 direct team members (partners) and many more through workforce partners and subcontractors, while earning ~ \$10-15 Million in revenues annually. Every employee counts and this position will have high visibility into the entire business and solar design/build industry functions.

Responsibilities include:

This position will be primarily within the Accounting Department, providing primary support and backup to Accounting Manager and work across multiple departments.

- With Manager, help prepare, track, and report on COGS and SG&A targets and budgets.
- Coordinate & post bank deposits
- Create vendor records and job-costed invoices in accounting software
- Create and manage timely receipt of conditional and unconditional lien waivers
- Manage timely payment of project Accounts Payable.
- Reconcile subcontract and supplier invoices with committed costs
- Coordinate weekly check run with the Accounting Manager
- Assist or Manage processing or twice monthly Payroll
- Prepare and distribute monthly T&M and Fixed Price client billings and milestone payment invoices
- Review and follow up with past-due invoices

- Residential and/or Commercial Construction Administration experience preferred
- Create and issue subcontracts and purchase order agreements
- Manage on-going insurance requirements of subcontractors and suppliers
- Work with Accounting Manager and Department Managers to ensure project budgets, sales commissions, invoicing and payments are accurate and current

Skills and Experience

- A.A. required, B.A. or equivalent preferred
- 3 years of Accounting experience required
- Strong attention to detail, extremely organized and skilled at multi-tasking
- Self-starter with the ability to work well in a fast-paced work environment both independently and as part of a team
- Must have excellent verbal and written communication skills, and demonstrate the ability to provide and receive feedback, and be an effective listener
- Consistently works in a professional and presentable manner appropriate with role and scope of work, both in the office and when in communications with clients, vendors and partners
- Must be reliable, and demonstrate highly-ethical behavior and good judgment at all times.
- Must be able to maintain client and company confidentiality
- Digital Proficiency: must be able to use Microsoft Office, including: Word, Excel, and Outlook, and other Accounting software programs.
- Understanding of financial models and management of budgeting cash flow preferred
- Familiarity with Structured Finance or Solar Finance models is a plus

Competitive Compensation and Benefits:

- Competitive pay and PTO benefits.
- Health insurance with company subsidy.
- ESOP participation and 401(k).
- On-the-job training and education in solar energy.
- Opportunities for advancement within a rapidly growing business and industry

SolarCraft is 100% Employee-Owned and one of the largest green-tech employers based in the SF North Bay. Our team of dedicated employee-partners is proud to have installed more solar energy systems than any other company in the North Bay (6,000+), including many for our community's most recognizable organizations. We are a certified Green Business, consistently ranked as one of the best places to work in the North Bay and recognized as one of California's most enduring renewable energy companies. We try to combine the best of working at a small, local company with being part of a well-established industry leader.

SolarCraft is an equal employment opportunity employer and will consider all qualified candidates without regard to race, religion, color, age, sex, sexual orientation, marital status, nationality, veteran status or disability. If an offer of employment is made, proof of authorization to work in the US and/or U.S. citizenship must be provided