



JOB POSTING

<u>Job Title:</u>	Accounting Specialist
<u>Primary Work Location:</u>	Emeryville, California
<u>Supervisor:</u>	Director of West Coast Operations
<u>FLSA Classification:</u>	Exempt
<u>Projected Salary Range:</u>	Competitive; commensurate with experience

Overview: Association for Energy Affordability (AEA) is a rapidly growing nonprofit energy services and training organization dedicated to bringing energy efficiency and renewable energy to buildings in order to foster and maintain affordable and healthy housing and communities. Energy consulting services are completed through AEA's participation in a variety of federal, state, and local energy efficiency initiatives. For more information about AEA, see <http://www.aea.us.org>.

Position Summary: AEA West is seeking a highly organized and self-driven Accounting Specialist to join our tight-knit, talented team of "Energy Geeks". The Accounting Specialist will be responsible for the day-to-day general tracking and processing of billing and expenses for the AEA West office. This position provides finance support to the Director and Program Managers regarding specific project information and general tracking procedures; researches issues regarding specific transactions; and updates related files and tracking reports for budgetary purposes.

Responsibilities: The Accounting Specialist will:

- Perform a variety of finance support tasks including: tracking accounts payable and receivable, and working closely with the accounting department in NYC in the design/format of tracking sheet for budget and/or reimbursement based contracts for expenses and income.
- Process billing and invoicing for all AEA West programs, ensure adequate supporting documentation and adhere to tight deadlines for submission to designated parties.
- Coordinate with AEA's central accounting department in NYC for timely submission and deadlines for vendor invoice/expense payment.
- Maintain organized vendor files, other expense documents and billing/income documents for tracking, reporting and audit.
- Reconcile on a periodic basis updated tracking sheet with AEA's central accounting department in NYC.
- Perform accurate data entry and data management within the Salesforce platform, including report preparation for billing, budgeting, and program management.
- Closely track and report on program budgets.
- Assist in managing timesheet submissions.
- Act as the primary point of contact with clients on all billing and on vendor matters.
- Provide general finance-related assistance to office staff as necessary

These job responsibilities may be revised over time to ensure the functional responsiveness of the Accounting Specialist to AEA and Federal and California State program requirements.

Minimum Qualifications:

- Bachelor's Degree from a 4 year accredited college, preferably in accounting, finance, economics, business administration or a related field
- 1-2 years of prior experience in related finance or accounting support role
- Salesforce experience (report generation, program data entry)
- Microsoft Office Skills (High proficiency in Excel)

Additional Qualifications Desired:

- Organization, database experience, reporting skills, administrative writing skills, managing processes, time management and multi-tasking skills
- Strong mathematical and accounting skills
- Strong work ethic
- Attention to detail
- Problem-solving and critical thinking skills
- Communication skills
- Teamwork and collaboration skills

Must be able to legally work in the country where this position is located without visa sponsorship.

AEA requires a COVID-19 vaccination for all employees. Therefore, all new employees are required to present proof of vaccination status upon hire unless they qualify for a medical or religious exemption.

EEO Non-Discrimination and ADA Reasonable Accommodation Statement:

Applicants are considered for all positions without regard to race, color, creed, religion, age, national origin, alienage or citizenship status, gender, sexual orientation, gender identity, marital or partnership status, disability, military status, veteran status, or predisposing genetic characteristics. AEA does not discriminate on the basis of physical or mental disability where the essential functions of the job can be reasonably accommodated. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. For more information on the physical requirements of this position and/or if you need reasonable accommodation for any part of the application and hiring process, please notify the agency at 718-292-6733 x8265 or aberesford@aea.us.org.

TO APPLY: Interested applicants must submit a cover letter and resume to Amy Beresford, Director of Human Resources, at aberesford@aea.us.org to be considered for this position. In your cover letter, please share examples of AEA's past or current work that is most exciting to you and why. Please note that candidates with Gmail should check their spam folder for @aea.us.org correspondence.

~ Minorities and women are encouraged to apply ~