



## **Accounting Assistant Berkley, Michigan**

As an Accounting Assistant with Energy Sciences, you will join our team of degreed and licensed engineers, scientists, and efficiency professionals to meet the energy use challenges of commercial buildings and industrial processes. We're looking for experienced and talented technical team members to assist our clients, from small businesses to Fortune 500 companies, identify energy-savings opportunities, reduce waste, and save money. You will play a key entrepreneurial role on a team in an exciting environment that is dedicated to driving our vision of a sustainable and socially responsible energy future.

### **About you**

- Collaborative, enterprising individual who likes to work in an open team environment
- Excited about challenging the status quo and offering creative ideas for growth
- Self-motivated and able to work with autonomy and independence
- Able to make quick and sound decisions
- Comfortable wearing multiple hats
- Willing to take initiative
- Excellent verbal and written communication skills
- Believe in making a positive environmental impact

### **Your background**

- Proven working experience in the accounting/finance field with 2-5 years of combined accounting and finance experience
- Bachelor's degree in Accounting or Finance
- Strong interpersonal skills
- Excellent written and oral communication skills
- Impeccable analytical and organizational skills
- Self-motivated and self-directed, with a strong sense of accountability and ownership.
- Above average Excel and Office Tools experience required.
- Strong analytical and problem-solving skills
- Demonstrated ability to manage multiple tasks and to prioritize in a fast-paced environment



## Day to day

The Accounting Assistant role reports directly to the Finance manager.

- Functions include: A/R, A/P, Payroll and Billing
- Managing the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results.
- Ensuring quality control over financial statements and financial reporting.
- Managing and owning all aspects of the General Ledger.
- Perform cash flow analysis
- Coordinating the activities of external reviewers and auditors.
- Developing, evaluating and documenting business processes and accounting policies to maintain and strengthen internal controls.
- Completing formal balance sheet account reconciliations on a monthly and quarterly basis
- Assessing current accounting operations, offering recommendations for improvement and implementing new processes to improve timeliness, control and accuracy.
- Protecting operations by keeping financial information and plans confidential.
- Additional duties as necessary

## Benefits

We offer a full benefits package, including a health plan, dental and vision, life, a retirement plan, paid holidays and paid time off, and a competitive salary.

## More about Energy Sciences

Energy Sciences is on a mission to create a more sustainable and socially responsible energy future. We value working as a team, questioning the status quo to find new and better ways, doing our work with integrity, as well as taking responsibility and initiative to get things done. We provide professional consulting, training, and energy management services to commercial, industrial, and municipal sectors, delivering customized solutions and sustainable strategies.

## Additional information

Energy Sciences is an equal opportunity employer and all qualified applicants will receive employment consideration without regard to race, color, religion, national origin, sex, disability status, protected veteran status or other characteristics protected by law.

To apply, please submit your resume to [info@esciences.us](mailto:info@esciences.us).