

JOB DESCRIPTION AND REQUIREMENTS

Accounting Administrator

Company Summary: Climate Earth Inc. (climateearth.com), is a fast growing and innovative provider of cloud-based applications for the concrete industry. We are the North American market leader in software tools for EPD generation, EPD data analysis, and low carbon concrete sales tools. Our software tools help concrete providers compete and win in the growing market for low carbon construction. In 2022 we will expand globally into both Europe and Asia. The company's EPD software tools remain the first and only suite of applications designed to ensure that concrete producers lead the market in low carbon construction. These applications are being used by more than 450 plants across the US, accelerating low carbon product innovation and helping producers engage effectively with clients.

Position Title: Accounting Administrator
Location: Flexible, North America
Reports to: Operations & Marketing Manager
Salary and benefits: Part-time 15-20 hours/week
\$20-\$30/hour depending on experience and location
Includes Health Reimbursement Account (HRA) plan

Position Summary: A critical member of a small high-energy team, the Accounting Administrator is responsible for encompassing, reviewing and reconciling accounts, and taking up tasks related to bookkeeping. You will also process payments to external partners and maintain updated records of invoices and payments made by customers.

To be successful in this role, you should have a degree in Finance or Accounting background with a strong working knowledge of bookkeeping. Further, keen accuracy is essential for your success.

Responsibilities

- Maintain and update the status of accounts receivables and payables.
- Reconcile all bank accounts and resolve all issues in processing the financial statements.
- Assist audit activities.
- Prepare, send and store the record of invoices on time.
- Contact clients to update them about balance payments.
- Update internal accounting databases and spreadsheets.
- Process general administration functions.
- Track all agreements and invoices and organize customer contracts.
- Analyze the transactions with financial policies and procedures.
- Prepare monthly financial reports.
- Maintain and manage monthly journals, update entries and maintain sub-ledger.

Requirements

- B.S. degree in Finance, Accounting or relevant field.
- Proven work experience as an Accounts Administrator or similar role.
- Experience in Quickbooks, Box, Excel will be highly preferred.
- Good knowledge of bookkeeping procedures.
- Solid data entry skills.
- Strong analytical abilities.
- Ability to work in a team as well as individually.
- A keen eye for detail.
- Strong verbal and written communication skills.
- Good organizational and time management abilities.
- Strong decision-making skills and problem-solving skills.
- Ability to handle confidential information.
- Trustworthy, respectful, honest and flexible.

Are you an expert in accounting principles, processes and Quickbooks?

Do you acclimate to new systems easily and quickly?

Are you a team player and a self-starter?

If you answered yes to these questions, then we would love to talk to you about joining our growing and highly innovative company.

To apply:

Submit your resume and cover letter to recruiting@climateearth.com. Applications will be reviewed on a rolling basis until the position is filled.

Note that we do not accept phone calls, drop-ins, or hard copies.