



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. Our software tools help concrete providers compete and win in the growing market for low carbon construction. The company has supported a remote work environment since our founding and has developed and maintained a strong team culture.

In 2023 we will strengthen our market leadership in North America and continue to expand globally into both Europe and Asia. Concrete production contributes 6-8% of global warming and the company's software tools remain the first and only suite of applications designed to instantly measure concrete's carbon impact allowing producers continuously innovate and lead the market in low carbon construction. Our applications are being used by more than 500 plants across the US, accelerating low carbon product innovation and helping producers engage effectively with buyers of concrete.

Position Title: Accounting Administrator

Location: Flexible, North America

Reports to: Operations & Marketing Manager

Salary and benefits: Full time, \$48,000-\$60,000 depending on background

Includes 401k matching and Health Reimbursement Account (HRA plan)

Position Summary: A critical member of a small high-energy team, the Accounting Administrator is responsible for all bookkeeping functions of the company. This includes invoicing, accounts receivable, payroll, and cash management. The Operations and Marketing manager who you report to is familiar with all functions and will provide training and you will be supported by our external CPA firm.

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.

General business skills in addition to bookkeeping and accounting are highly desirable.

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 invoices on time.
- Contact clients to update them about past due payments.
- Update internal accounting databases and spreadsheets.
- Perform 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, Google Docs, and Excel.
- 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.
- General business skills are a big plus

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?

Are you looking for opportunities for expanded responsibilities?

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.