

Title	STAFF ACCOUNTANT
<b>About Us</b>	<p><i>Resonant Energy's mission is to build wealth in environmental justice communities through the development of solar and storage projects for nonprofits, affordable housing, and homeowners. Thanks to innovative service and a focus on operational excellence, we are bringing the benefits of clean energy to more and more people. We are B-Corp certified and 100% employee-owned; we are committed to providing an empowering workplace for all staff. After seven years of hard work, we are proud to be the #1 solar provider for affordable housing in Massachusetts. And we're just getting started.</i></p> <p>Please visit <a href="http://www.resonant.energy">www.resonant.energy</a> for more information.</p>
<b>Location</b>	109 Kingston St, Floor 2L, Boston, MA 02111
<b>Supervisor</b>	Alec Henry, VP of Operations
<b>Description</b>	The Staff Accountant will bottom-line core parts of our work related to financial management, accounting, insurance, and employee benefits.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain accurate internal company financial projections.</li> <li>• Work with the VP of Operations to control payments in and payments out.</li> <li>• Oversee company financial accounting in Quickbooks, including overseeing the external accounting service that helps reconcile our accounts. Specifically, maintain the Profit &amp; Loss, Balance Sheet, and Cash Flow reports to enable timely and accurate tax return filing at end of year.</li> <li>• Coordinate with project managers regarding invoicing. Generate invoices, follow up with clients to ensure timely payments to Resonant, keep detailed records of accounts receivable / accounts payable (AR/AP).</li> <li>• Follow up with payers to ensure timely payment to Resonant.</li> <li>• Bring experienced accounting knowledge to the role, apply standard accounting practices to our company process.</li> <li>• Run payroll twice a month and ensure company-sponsored health-insurance, SIMPLE IRA contributions, and other benefits are properly set up for all staff.</li> <li>• Oversee annual purchasing of corporate liability insurance by coordinating with our insurance broker to get quotes, and by coordinating with the VP of Operations to select insurance policies.</li> <li>• Manage the mechanics of staff compensation, including all payroll matters, and SIMPLE IRA contributions.</li> <li>• Ensure team members have the resources needed to smoothly perform their roles, including IT needs, purchasing of resources needed for the office, and coordination with the office building's property manager.</li> <li>• Proactively stay on top of deadlines so that periodic requirements are completed on time without the need for a reminder from supervisor (e.g. to initiate collecting quotes for annual corporate insurance policies).</li> <li>• Identify areas of potential process improvement in the Business Operations workflow, come up with solutions, and implement them.</li> </ul>
<b>Requirements</b>	<p><i>Education:</i> Bachelor's degree or equivalent preferred, but not required with sufficient experience and demonstrated excellence in required capacities</p>

	<p><i>Experience:</i></p> <ul style="list-style-type: none"> <li>● <i>Required:</i> 2 or more years of experience using Quickbooks Online to generate invoices and categorize incoming and outgoing payments in the Chart of Accounts, Cash Flow, P&amp;L, and Balance Sheet</li> <li>● <i>Preferred:</i> Bachelor's degree in a relevant field</li> </ul> <p>A successful Staff Accountant should be:</p> <ol style="list-style-type: none"> <li>1. Detail oriented and comfortable with numbers.</li> <li>2. Reliably accurate with financial calculations and an instinctive double-checker.</li> <li>3. Skilled with spreadsheets and data management.</li> <li>4. Highly organized and effective in moving detail-rich projects from concept to completion.</li> </ol> <p><i>Language:</i> English (native/fluent required)</p> <p><i>Computer Skills:</i> Google Drive suites, and Microsoft Office. Excel proficiency is a requirement.</p> <p><i>Availability:</i> 9-5 PM, Monday-Friday</p>
<p><b>Compensation Benefits</b></p>	<p><b>Base:</b> \$65,000 - \$75,000/yr, depending on relevant experience.</p> <ul style="list-style-type: none"> <li>● <b>Wellness:</b> 100% paid premiums for health and dental insurance</li> <li>● <b>Retirement:</b> SIMPLE IRA with employer match up to 3% of salary</li> <li>● <b>Paid Time Off:</b> 13 days paid time off (PTO), 5 sick days per year, 5 days bereavement leave, 2 days for community service, 13 holiday days recognized</li> <li>● <b>Professional Development:</b> Dedicated budget for all staff members</li> <li>● <b>Mental Health Budget:</b> \$100 payments available per month</li> <li>● <b>Commuter compensation:</b> MBTA T-passes or \$1,000/year bike benefits</li> <li>● <b>Office Flexibility:</b> Required to be in the office 3 days per week; may work up to 6 weeks fully remote per year; for the first three months, required to be in-office 5 days/week</li> <li>● <b>Employee Owner Track:</b> On track for employee ownership, eligible to apply on the third work anniversary, additional benefits would include: <ul style="list-style-type: none"> <li>○ Salary increase &amp; Profit sharing opportunity</li> <li>○ Unlimited paid time off</li> <li>○ Voting power and decision making in company-wide strategy meetings</li> </ul> </li> </ul>
<p><b>EOE Statement</b></p>	<p>Resonant Energy is an Equal Opportunity / Affirmative Action employer committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status or any other factor protected by applicable federal, state or local laws. Individuals who require reasonable accommodations under the Americans with Disabilities Act in order to participate in the search process should notify our Office of Human Resources.</p>
<p><b>Apply</b></p>	<p>Please submit your resume <a href="#">here</a>.</p> <p>We are committed to diversity and seek to be an inclusive employer. In order to track the effectiveness of our recruiting efforts and ensure we consider the needs of all prospective employees, please consider filling out our Voluntary Self Identification &amp; Equal Opportunity <a href="#">Form</a>.</p>