

## GENERAL LEDGER (GL) BOOKKEEPER

Since 2002, PV Squared has provided custom solar energy solutions to businesses and homeowners in the Pioneer Valley and surrounding regions. We are driven by a commitment to building a healthier environment, strengthening the communities we serve, and demonstrating the value of worker-owned cooperatives as a generative business model. We see our employees as our most valued asset and we believe our greatest impact can be achieved collectively.

Reporting to the General Manager, the General Ledger Bookkeeper (GL Bookkeeper) is responsible for the day-to-day fundamental aspects of the agency's financial record keeping, including recording financial transactions, reconciling bank statements, processing expense reports, and managing accounts payable. This person must work closely with the Coop Coordinator / AR Specialist to ensure timely and accurate processing of Accounts Receivable and preparation of month-end financial information. This individual must possess great attention to detail, meticulous organizational skills, strong financial acumen, high aptitude for technology and a strong desire and ability to work within a dynamic, fast-paced environment. This position has the opportunity to take on additional financial management responsibility as the cooperative evolves, or as a candidate's qualifications allow.

### General Responsibilities:

- Assist in day-to-day activities of accounting systems to maximize the health of the cooperative.
- Manage all payables for the company, including coding and vendor account management.
- Serve as a backup to accounts receivable (support invoicing, collections and reporting functions).
- Process expense reports and balance bank statements.
- Improve and maintain all organizational systems related to bookkeeping (filing, forms, procedures, software, etc.).
- Assist in the production of reports including cash flow, P&L, balance sheets, quarterly payroll reports and annual reports.
- Work with employees of the cooperative (individuals, management, working groups, and committees) to prepare and manage annual budget.
- Assist with job costing; help ensure that project managers have all necessary information and tools to manage the budgets on their accounts.
- Routinely reconcile all balance sheet accounts.
- Prepare financial statements for the General Manager.
- Research and resolve any G/L account discrepancies.
- Coordinate monthly closing activities and close books monthly.
- Perform accounting procedures without prompting; can run the checklist and add additional controls when necessary.
- Review bank account balances, credit card statements, and reconcile and classify transactions.
- Create proper documentation of all accounting adjustments.
- Prepare and make deposits several times per week.
- Interface with all employees of the cooperative as well as vendors in a manner that is consistent with PV Squared's brand and values.
- Support the finance team during audits.
- Manage the identification, entry, & tagging of fixed assets.

### Required Experience:

- 5 years of accounting/full-charge GL management experience in a fast-paced environment working.
- Fluency working with a cloud-based accounting software.
- Experience implementing new processes, procedures and preparing standardized reports.
- At least 2 years as lead in prompt monthly close procedures including bank reconciliations and accrual schedules.

- Solid understanding of accounting and internal controls.
- Ability to work cooperatively and inclusively.
- Excellent verbal and written communication skills.
- Proven ability to manage multiple projects simultaneously.
- High degree of computer literacy (Office, Google, etc.) and fluency with email.
- High level of integrity and ability to work with detailed and confidential information and exercise extreme discretion.
- BA in Accounting, or experience in lieu of a degree.

**Desired Experience:**

- CPA preferred.
- Experience with construction accounting.
- Management experience.
- Experience working with Inventory Management Systems.

**The Ideal Candidate will:**

- Be a respectful, open, and honest communicator.
- Be intelligent and enjoy learning.
- Be agile, flexible, and willing to get the job done.
- Be friendly and approachable and hold an appreciation for an inclusive work environment.
- Demonstrate maturity, accountability, independence, initiative, and positivity.
- Be committed to the mission, the work, and the clients of the company; a passion to help the planet preferred.

We are looking for people who are passionate about making a positive impact and being part of a cooperative environment. As a worker-owned cooperative, we take pride in our work and we respect the investments our clients are making. We've build our reputation on strong word of mouth, quality craftsmanship, and outstanding customer service.

PV Squared is an Equal Opportunity Employer. Compensation based on experience and qualifications. To apply, please email your cover letter and resume (in pdf format) with "GL Bookkeeper" in the subject line to [careers@pvsquared.coop](mailto:careers@pvsquared.coop). We look forward to hearing from you.