

Job Description

Melink is looking for a full-time **Entry Level Staff Accountant** to help take our company to the next level. As a small-medium sized business in the emerging energy efficiency and renewable energy space, our goal is to grow sales 30% per year and become a national leader. The ideal candidate will be a detail-oriented individual with Accounts Payable and General Ledger experience who will take full, extreme ownership of the role. The candidate must have knowledge of general accounting principles. This position will report to the Controller. Expectation to work > 40 hours during audit season and peak times of the year.

Essential Duties and Responsibilities:

The role will be responsible for a variety of general accounting functions that will include but are not limited to things such as preparing journal entries to support the monthly accounting close, preparing account reconciliations, allocation of income and expenses to departments, preparing financial reports, and assisting with the annual audit. This role will need to take ownership of their assigned areas. The staff accountant will be required at times to back up other accounting staff when necessary and will also have an opportunity to work on assigned special projects.

- Working knowledge of the Accounts Payable process, including 3-way match
- Process vendor invoices with proper coding and approvals, ensuring compliance with authority levels (approval matrix)
- Issue payments (checks, credit cards and ACH/Wires); manage discounts and late fees
- Vendor set up, maintenance and review, including issue 1099's
- Manage corporate credit card program including to reconcile credit card statements each month
- Support and collaborate with Accounting team for timely month-end close
 - Month end accruals
 - Prepaid invoice ledger
 - GL account reconciliations
- Maintain accurate AP aging report
- Maintain Fixed Assets ledgers, with proper support
- Cross-functional support of other A&F areas
- Special projects as needed
- Assist with external auditor requests

Field Service Technician Support

- Record credit card and other expenses for technicians each week, opportunity for process improvement through automation steps partially taken
- Ensure compliance for all employees with travel policy

Qualifications:

- At least 3 years of Accounts Payable and General Ledger experience in a fast-paced environment
- Associate or Bachelors Degree in Accounting
- Self-motivated and high attention to detail
- Strong organizational and problem solving skills; process improvement oriented
- Proficient in Microsoft Excel and Word
- Courteous and professional demeanor with excellent written and oral communication skills
- Interest in and passion for sustainability
- Ability to work successfully and at a high level of competency with all levels of the organization
- Must have superior people skills with a positive attitude and high energy level
- Highest level of integrity and strong accountability required
- Capable of working independently as well as being able to work well in teams
- Excellent time management

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee must frequently lift and/or move up to 10 pounds.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Extreme Ownership** - Takes personal responsibility for outcomes and perseveres in the face resistance or setbacks. Pursues everything with energy and drive.
- **Subject Matter Expertise** - Excels at his/her professional function, regularly demonstrating and sharing depth of knowledge and skills. Is a quick study.
- **Clear & Candid Communication** - Ensures that information is passed on to others who should be kept informed; has the courage to say what needs to be said.
- **Building Collaborative Relationships**- Cultivates trusting, respectful, professional relationships with colleagues and customers over time.
- **Planning & Problem-Solving** - Takes the steps necessary to deliver high quality results, on time and on budget.
- **Continuous Improvement** - Constantly seeks ways to improve the internal and external customer experience by delivering better, faster or less expensive products and services.