

Position:	Accounting Associate
Location:	Island Park, New York
Web site:	www.empower-solar.com
Email:	opportunity@empowerces.com

POSITION SUMMARY

EmPower seeks highly motivated and qualified accounting personnel to work in the solar business. As a member of the EmPower accounting team, the **Accounting Associate** is our primary point of contact for our suppliers and vendors across the world. Using Quickbooks as the our primary accounting software, this individual is responsible for entering bills, tracking due dates, and processing payments . EmPower is also continually updating our accounting system and transitioning to customizable and cloud based accounting platforms. This position calls for the individual to be well rounded in both business and technology.

KEY DUTIES & RESPONSIBILITIES

- Data Entry of Bills, coordinating payments with vendors
- Processing payments from clients
- Basic bookkeeping duties, including entries, reconciliations, and monthly closeouts
- Inventory control with office supplies and equipment
- Payroll assistance and first response to employee inquiries
- First line response involving IT systems, including coordinating repair times and troubleshooting

REQUIRED (BASIC) QUALIFICATIONS

- BS/BA in Business, Accounting, Finance, Information Systems or related
- 1-3 years in related field
- High proficiency in Quickbooks and Excel
- Ability to perform work dependably and reliably; multi-tasker and organized
- Professional and courteous

PREFERRED QUALIFICATIONS

- Positive “can-do” attitude
- Team player
- Good time management skills
- College Degree in accounting, finance, or general business administration
- Strong familiarity with QuickBooks accounting system
- Experience with Salesforce CRM a plus
- Experience in construction industry a plus

HOURS

The typical work day is 8-9 hours with a break for lunch, starting between 8 to 9 AM. Weekend and off hours will be required occasionally.

COMPENSATION & BENEFITS

Target starting salary is between \$40,000 and \$47,000, commensurate with experience. Full medical, dental, vision, and retirement benefits are available. Discretionary bonus is also available on annual basis.

WHY WORK FOR EMPOWER?

- EmPower is a leading solar energy company in the region.
- Solar energy is one of the fastest growing industries in the country and throughout the world.
- Support for outside training and professional development when available.
- A job at EmPower gives you an opportunity to be an environmental leader.
- We are growing quickly, and have many career advancement opportunities.

SunPower by EmPower Solar delivers high performance solar energy and storage systems that yield significant economic and environmental savings, while providing an amazing customer experience. We serve residential, commercial, and non-profit markets in New York, and are one of 20 “Master” SunPower dealers in the nation. Since 2003, we’ve installed over 1,300 solar energy systems, and received numerous industry awards.

SunPower, quite simply, manufactures the most powerful solar panels in the world, and we are extremely proud to represent them in an era and region of explosive growth in the industry.

APPLICATION

Interested applicants should fill out the online job application found [here](#).

<https://docs.google.com/a/empowerces.com/forms/d/e/1FAIpQLSdF4dDXZ8olo8buHuUaC3FOOPlgIp8NiihusOjP0OXLNGW3Lw/viewform>