



JOB POSTING: ACCOUNTING AND CONTRACT MANAGER

SUMMARY: In this full-time position reporting to the Controller, the Accounting and Contract Manager will be primarily responsible for all project-related accounting. In that role, she/he will interact with customers, vendors and internal project management teams to track and process related payables, invoice customers, and ensure proper all transaction are properly recorded in accordance with Generally Accepted Accounting Principles (GAAP).

New Energy Equity offers a dynamic and flexible work environment in a growing and progressive industry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The successful candidate will be responsible for the following:

- Ensuring all project-related transactions are timely and accurately properly recorded in accordance with GAAP.
- Tracking and reporting project financial performance, including the preparation of cash flow forecasts.
- Assist in the period closing process, including the preparation and review of account reconciliations.
- Managing and processing daily invoicing, payments and collections and track bank account balances.
- Preparing ad hoc financial analyses and reporting as requested.
- Reviewing and processing payroll.

QUALIFICATIONS

To perform this role successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong attention to detail and focus on accuracy of deliverables
- Ability to meet internal and external deadlines
- Strong interpersonal and organization skills
- Strong knowledge of generally accepted accounting principles
- Good written and verbal communication and presentation skills
- One to three years of relevant contract administration and/or accounting experience in the construction or real estate development industries desired
- Proficiency in Microsoft Office, Excel and Quickbooks
- Extensive experience with data entry, record keeping and computer operation
- Ability to maintain strict confidentiality
- Bachelor's degree in Accounting or related field desired
- CPA (or working towards) or similar certification a plus

Location: All work will be performed at our corporate offices in Annapolis, MD.

Submit resumes to info@newenergyequity.com.