



# STAFF ACCOUNTANT

## Job Description

ForeFront Power is a dynamic Renewable Energy Solutions Provider operating across the country delivering predictably priced renewable electricity services for commercial, municipal and utility customers. ForeFront Power specializes in navigating a complex ecosystem of regulatory and economic markets to find highest value for our customers by being first movers and innovative solutions providers. From community solar projects to large scale ground-mounted applications, the team of industry leaders at ForeFront Power designs specific financial and technical solutions for each customer to maximize the impact of their renewable energy projects.

### SUMMARY OF FUNCTIONS

The Staff Accountant will be responsible for the maintenance of the books and records. The Finance team will rely on this employee to record month end journal entries, reconciliations and other close related matters. This employee will also be asked to perform various ad-hoc tasks to support the Finance team. Providing insight into process improvement will be valued in the team's strive for efficiency and simplification. Abilities to multi-task and prioritize are essential qualifications for this role. This role will evolve based on company growth and operational needs.

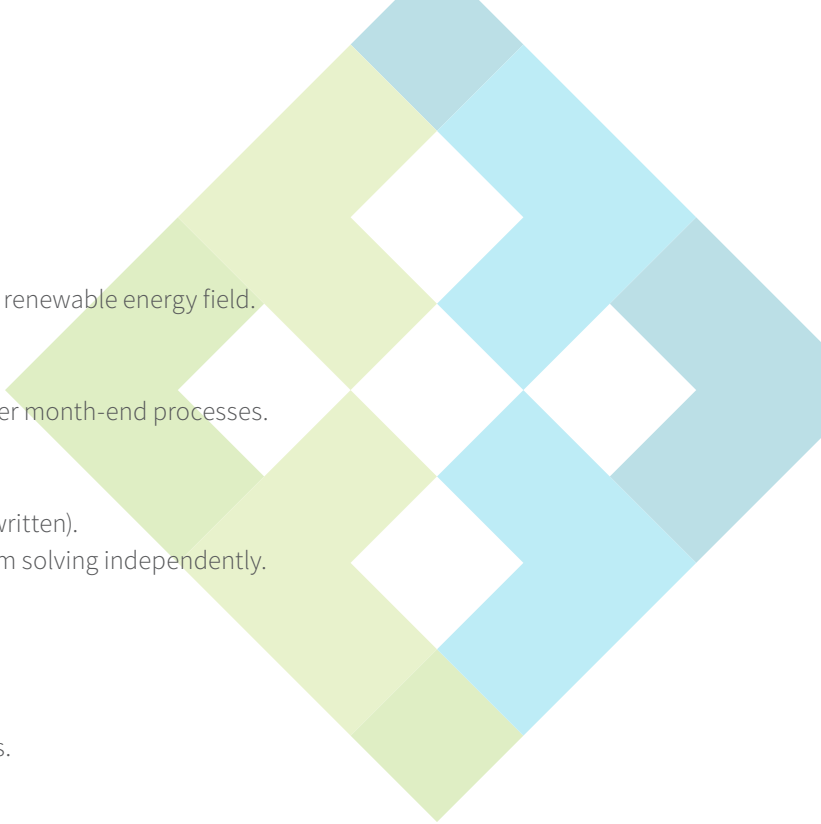
### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Record month-end journal entries to ensure the accuracy of monthly reporting.
- Prepare reports used by the Finance team.
- Ensure reconciliations are completed timely and accurately.
- State and local tax filings.
- Oversee the work of the Accounts Payable Clerk.
- Assist with internal and external audit request.
- Assist with various ad-hoc requests from other team members.
- Provide on-going insight on process improvement.

### QUALIFICATIONS

We are looking for highly motivated individuals who want to be part of a fast-paced and fluid company poised for growth in one of the country's most rapidly changing industries.

Forward-thinking, innovative approaches and comfort with complexity are what define the ForeFront Power team. We are looking for individuals eager to run at the front with us.

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- Desire to work in an early stage company in the renewable energy field.
  - 2+ years of experience in Accounting.
  - Bachelor's in Accounting or related field.
  - Experience in recording journal entries and other month-end processes.
  - Thorough understanding of US GAAP.
  - Experience multi-entity structures.
  - Excellent communication skills (both oral and written).
  - Demonstrated record of working and problem solving independently.
  - Ability to multi-task.
  - Excel, Word and PowerPoint skills.
  - Creative thinking skills.
  - Tax experience is a plus.
  - Solar or real estate industry experience is a plus.
  - IFRS experience is a plus.

## PHYSICAL DEMANDS

Though the Finance Department believes in long term work/life balance, we also believe in short term imbalances. Long hours will be needed from time to time as dictated by reporting and other deadlines.

## WORK ENVIRONMENT

The position is based out of our San Francisco, CA office. The organization promotes an open and collaborative work atmosphere. Cross functional teams work closely together to solve problems and move the company forward.

## REMUNERATION

We offer a comprehensive benefits package including competitive base salary and bonus potential; health, vision, and dental coverage; commute assistance; education assistance; Paid Time Off; and 401(k).

## HOW TO APPLY

Please send your resume and cover letter to [careers@forefrontpower.com](mailto:careers@forefrontpower.com) to apply for this position.



At ForeFront Power, our goal is to assist business, public sector, utility, and residential customers by providing leading renewable energy technology.

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