



## *Accounting Manager Position Description*

Aegis Renewable Energy is a leading provider of solar power clean energy solutions to commercial, industrial, and community-based customers investing in a more sustainable future. Due to an exciting new strategic partnership and access to new growth capital, we are experiencing rapid growth in all sectors of our business. We seek to expand our team with inspired and talented individuals who share our passion for harvesting the clean and renewable power of the sun.

### **Location**

Waitsfield, Vermont

### **Classification**

This is a salaried, full-time, onsite, exempt position.

### **Reporting and Other Key Relationships**

This position reports directly to Aegis' part time Controller. The person in this position will manage the activities of an Accounting Specialist and have day-day exposure to all levels of company and solar system project leadership. The person in this position will also have frequent interaction with the company's Chief Financial Officer who serves three diverse solar companies in the southern and northeastern regions of the United States.

### **Position Summary**

Bolstered by a recent significant investment transaction, Aegis is expanding its in-house finance and accounting function to support our ambitious growth plans. The individual in this position will have the opportunity to play a significant leadership role in establishing the foundation for a higher level of responsiveness and professionalism in the financial management of our business. With the support of our new part time Controller, CFO, Vice President, and COO, this new internal accounting leader will be responsible for establishing and managing all accounting and financial reporting functions of the company including GL accounting, payroll, accounts receivables, accounts payables, project accounting, and asset management.

### **Responsibilities**

All Aegis employees are responsible for collaborating as a team to contribute to the overall success of our business while advancing our culture of mutual respect, continuous improvement, and personal



well-being. Working together with fellow team members, the person performing this job will be primarily responsible for the following functions:

- Play a key leadership role in managing the finance and accounting functions within Aegis while directing and supporting our in-house accounting staff members.
- Support Aegis management in financial goal setting, effective resource allocation, performance evaluation, continuous improvement, and risk management.
- Help design, implement, and continually enhance accounting processes, policies and procedures, controls, systems, and chart of accounts.
- Manage all day-day accounting functions including general ledger, payroll processing, cash flow forecasting, customer invoice processing, accounts receivable, supplier/subcontractor invoice processing, accounts payable, employee expense processing, treasury, purchasing, project accounting, prepaid and accrual G/L accounts, and asset management.
- Working with our company Controller, ensure a timely and accurate monthly/annual close process, including review of journal entries, bank, credit card, benefits, and financial statement reconciliations, and any required analysis.
- Support annual independent auditing, tax preparation, and compliance activities.
- Support the ongoing reporting and information needs of our strategic partner holding company.

## Qualifications

### *Experience and Education*

- BS degree in accounting, finance, business management, or equivalent.
- Minimum of 4 years of relevant accounting experience – ideally in a construction environment – combined with 1-2 years' experience managing others within the accounting function.

### *Required Skills, Knowledge, and Competencies*

The following skills are required of the person acting in this position:

- Strong general accounting knowledge and skills in most areas of GAAP accounting, general ledger, online banking, payroll, accounts receivables, accounts payables, project accounting, credit management, and asset management.
- Exposure to finance and accounting practices in revenue and expense budgeting, financial analysis, and financial reporting.
- Base level of knowledge in project accounting, project estimating/budgeting, change order management, milestone tracking, percent completion methodologies, over/under reporting, and accrual-based accounting principles.
- Proficiency with desktop or online version of QuickBooks, or equivalent.
- The ideal candidate will have strong MS Excel spreadsheet and financial modeling skills (e.g., VLOOKUP, SUMIF, Pivot), combined with proficiency with MS Word, MS PowerPoint, etc.



- Ability to exercise judgement in handling information in a confidential manner.
- Customer and subcontractor contract review of financially related elements.

### ***Key Attributes for Success***

- Extremely organized, accurate, analytical, with an acute eye for detail in numerical and contractual matters.
- Ability to effectively prioritize work tasks and projects in a fast-growth, deadline driven environment, while managing time efficiently.
- Strong collaborative interpersonal and teamwork skills and the ability to work effectively with employees in all areas of our business.
- Entry level management and supervisory skills.
- Ability to clearly explain accounting principles to individuals with little or no accounting background.

### ***Preferred Qualifications***

The following qualifications are beneficial to strong performance in this position, but are not required:

- CPA certification is not required but would certainly be beneficial.
- Experience working in a residential, commercial, industrial, or community solar field is a definite plus.
- Knowledge of Google Workspace including Gmail, Drive, Contacts, Calendar, Meet, etc.
- Experience working with TSheets time reporting and GUSTO payroll processing software, or equivalent.
- Backoffice experience working in a construction/contractor environment.
- Exposure to utilizing information systems such as online banking, ERP, CRM, and construction management software.

### **Working Conditions**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job.

- Ability to prioritize activities and thrive in a professional, dynamic, deadline-oriented environment.
- While Aegis is committed to a flexible working environment for all its employees, this position requires full-time presence in our offices in Waitsfield, Vermont.

### **Compensation & Benefits**

Aegis places a very high value on the talents, passions, and collaborative teamwork of all members of our company. Base pay is market competitive and commensurate with experience and qualifications. Aegis offers a generous employee benefit package that includes employer-paid medical, dental, and vision insurance, paid time off, and a Simple IRA plan with matching employer contributions.



## More About Aegis

As a full-service renewable energy system EPC (Engineering, Procurement, and Construction) company, Aegis develops, designs, installs, and maintains clean energy systems throughout the northeastern United States. Since its founding 2011, Aegis has completed over fifty solar projects throughout New England – notably three community solar farms for Acorn Energy in Addison County, Vermont and three solar arrays for Lawson’s Finest Liquids brewery and taproom in Waitsfield, Vermont.

With its main offices in Waitsfield, Vermont, Aegis currently employs approximately eighteen people. Aegis has recently joined a strategic partnership now composed of three solar companies that offers greater access to growth capital, collaborative project resources, and expanded market opportunities, while maintaining Aegis’ local leadership, strong brand, and tight-knit culture.

Aegis Renewable Energy is devoted to the values of diversity and equal opportunity in all areas of our business. We are an equal opportunity employer and are committed to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment and advancement within our company without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other characteristic protected by law.

Learn more at [www.Aegis-RE.com](http://www.Aegis-RE.com).

**Interested candidates are invited to submit a resume to Sonia Behn @ [SBehn@Aegis-RE.com](mailto:SBehn@Aegis-RE.com)**