

Efficiency Maine Trust

POSITION DESCRIPTION

TITLE: STAFF ACCOUNTANT
DEADLINE FOR APPLICATION: OPEN UNTIL FILLED

ABOUT THE EFFICIENCY MAINE TRUST

The Efficiency Maine Trust (the Trust) is the independent administrator for programs to improve the efficiency of energy use and reduce greenhouse gases in Maine. The Trust serves all sectors and all regions of the state. Its suite of nationally recognized programs provides consumer information, discounts, rebates, loans and investments for high-efficiency, clean energy equipment and strategies to manage energy demand. The Trust is a quasi-state agency governed by a Board of Trustees with oversight from the Maine Public Utilities Commission. More information on Efficiency Maine can be found at efficiencymaine.com.

GENERAL POSITION SUMMARY

The Staff Accountant is responsible for performing a range of accounting and clerical tasks related to the accounts payable function, expense allocations, cash entries and reconciliations, and other related tasks. The Trust is authorized to handle funding from federal and state government, utility payments, payments from the Forward Capacity Market of the regional electric grid operator, sales of carbon allowances and other grants, and may distribute funds through contracts, grants, loans, or rebates. Candidates must be able to work as part of a team as well as independently. Levels of responsibility and autonomy given to the position will be commensurate with experience and performance. This position contributes to a mission-driven, dynamic, fast-paced work environment. This position is not part of the Maine State Civil Service System.

ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES (include but are not limited to):

- Manages all aspects of the accounts payable process, including routing invoices for payment authorization, invoice entry, and mailing checks. This may include reconciling any invoice discrepancies and resolving contract funding requirements;
- Maintain a large number of vendor accounts while staying in compliance with the Trust's policies and procedures;
- Prepares annual vendor 1099s as necessary;
- Maintains contract files;
- Perform monthly bank and balance sheet reconciliations;
- Audit and process credit card bills;
- Monitors operating account and enters cash transactions on a weekly basis;
- Performs monthly expense allocations and interfund transfers;
- Supports annual audit process;
- Complete other accounting tasks as required; and
- Perform general office support, such as filing and other administrative tasks.

SUPERVISORY RESPONSIBILITIES

Position currently has no supervisory responsibilities over other members of the Trust staff.

POSITION REQUIREMENTS AND PREFERENCES

- **Education:** Associates (or higher) degree in accounting required.
- **Experience:** Preference for candidates demonstrating two to three years' experience with accounts payable or general accounting: handling tasks associated with accounting and finance; and proficiency in the use of computer programs for accounting and finance (MUNIS);
- **Knowledge:** Preference for candidates with working knowledge of General Accepted Accounting Principles (GAAP); and working knowledge of accounting and reporting requirements of the Governmental Accounting Standards Board.
- **Skills Required:**

- Teamwork – Ability to foster teamwork, establish and maintain positive working relationships with others, both internally and externally, to achieve goals of the organization and to build a culture of customer service.
- Communications – Ability to speak, write and present in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques; demonstrated success in developing a clear understanding of the intended meaning of others; ability to communicate across all levels of the organization; and ability to handle phone calls professionally.
- Problem solving – Ability to identify and assess problem situations, identify causes, gather and process relevant information, generate possible solutions, and resolve the problem; and
- General – Capacity to use computers effectively and efficiently; attention to detail; ability to work independently and in a group; and flexibility in handling multiple assignments at the same time.
- **Skills Preferred:**
 - Familiarity with MUNIS; and
 - Strong background in Microsoft Excel and other Microsoft Office products.

Working Conditions

Works in an office environment.

Physical Demands

Most duties performed from seated position, with occasional standing and walking; frequent use of computer keyboard requiring finger dexterity and eye-hand coordination. Infrequent lifting of heavy objects like filing boxes.

Compensation

Compensation will be commensurate with qualifications and experience, and consistent with applicable laws. A competitive benefits package is offered including employer subsidized health and dental plans, short-term and long-term disability insurance, life insurance, and retirement plan with employer match. Efficiency Maine Trust is an equal opportunity employer.

Next Steps

Please send a resume and cover letter indicating that you are applying for the position of Staff Accountant and describe your interest in Efficiency Maine and relevant qualifications. If you do not live in Maine, describe your interest in the state. Send all materials to hr@efficiencymaine.com.

The above information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained. Other duties are as assigned or as priorities of the Trust dictate.