



Position Description

Title: Accounting Manager

Location: Greater Burlington, Vermont Area

About Encore Renewable Energy

Encore Renewable Energy is a leading integrated clean energy services company headquartered in Burlington, Vermont, focused on developing, building, owning and operating sustainable, high return community-scale solar PV systems, large scale energy storage applications and 21st century solutions for the redevelopment of underutilized property.

Encore is a dynamic, high-growth, team-oriented, entrepreneurial company. We are a group of colleagues committed to the triple bottom line of people, planet, profit, and are willing to take on responsibilities outside of our comfort zone. We hope you are too!

The Role

The Accounting Manager will fill a key, full-time role in our rapidly expanding Finance team. This position is a skilled position, requiring an experienced professional who can fit in well with the Encore culture of productivity, growth, and performance driven by our values. The Accounting Manager must be adept at managing the accounting and payables systems, and assisting with related administrative tasks related to our company financial operations and audit. The position will report to the Financial Controller and the successful candidate will manage the responsibilities outlined below to support the firm's practice.

Your Core Responsibilities

Handle all aspects of accounts payable for a growing organization providing community-scale renewable energy services.

- Process invoices and manage payables system
 - Review mailed and emailed invoices
 - Manage invoice entry via Bill.com



- Communicate with team members on invoice approval
- Gain familiarity with long-term projects, project phases, and project locations
- Work with a complex chart of accounts
- Generate monthly cash expenditure reports
- Assist Financial Controller with administration of audit process

Your Areas of Knowledge and Expertise

- Minimum of 1-2 years of experience in accounting-related work, with preference for work experience incorporating project development and construction in some fashion;
- Organizational skills needed to independently manage tasks, projects and/or deliverables from assignment to completion;
- Strong proficiency in Excel. Experience with Sage Intacct or similar systems and Bill.com is preferred;
- Self-motivated and well organized with proven ability to perform at a high level with limited direct oversight and management;
- Experience working both independently and in a team-oriented, collaborative environment;
- A high degree of emotional intelligence;
- Team player - willingness to pitch in across the organization;
- Committed to personal learning, growth and development
- Committed to Encore's values

Life at Encore

Our team is our single greatest asset and that of which we are most proud. Encore team members share a single mission – building the clean energy economy of the future in a responsible manner that creates high quality jobs and enhances the communities in which our projects operate.

We invest heavily in our team – here are a few of the perks and benefits we offer:

- Complete, high quality medical benefits that include flex time options for child and family care and extended parental leave
- 100% of health-care premiums funded by Encore



- Work-life balance with flexible work schedules (remote work opportunities) and attractive paid-time off policy
- 13 paid holidays (includes 2 floating holidays of employee's choice)
- One paid volunteer day each fiscal quarter
- 401k profit sharing
- Employee equity participation program
- Continuing education and tuition assistance

Justice, Diversity, Equity, Inclusion

Encore believes that an equitable and inclusive work environment, and a diverse, empowered team are key to achieving our mission. We are not looking for candidates who are "culture fits." We are looking for candidates who can expand our culture, challenge business as usual, and bring their whole selves to work. We strive to provide all candidates with an equitable and accessible recruitment process.

Encore provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, veteran status, or genetics. In addition to federal law requirements, Encore complies with applicable state and local laws governing nondiscrimination in employment in every location in which Encore has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate.

Please send resume to careers@encore.eco