



OVERVIEW

[Sunwealth](#) is a clean energy investment firm on a mission to change who benefits from renewable energy by changing the way we invest in it. We envision a future where renewable energy is accessible, affordable and inclusive. We invest in that future by financing and managing renewable energy projects that benefit diverse communities through clean power, carbon reduction, cost savings and job creation. Sunwealth is located in Cambridge's Porter Square.

The Finance and Accounting Associate will play a key role on a small team and assist the Director of Accounting in managing the financial and accounting processes of the company.

If you thrive in a collaborative, entrepreneurial and results-driven environment and are looking to join a team motivated to create economic and environmental impact across all communities, we want to hear from you.

KEY RESPONSIBILITIES

- Assist the Director of Accounting with all internal and external reporting, including but not limited to monthly, quarterly and annual financial statements and financial audits.
- Prepare and analyze the P&L and balance sheet accounts and reconcilements, as directed by the Director of Accounting.
- Provide year-end support of auditor requirements, which may include research and reconcilements.
- Effectively communicate with Project Managers (PMs) regarding contract documents, change orders and other contract modifications, approvals, and any additional services related to billing.
- Manage the accounts payable function, and effectively communicate payments internally and externally.
- Prepare, set up and make invoice payments for all construction projects, including all applicable backup for payment approval.
- Maintain the Construction Budget Tracker and billing folders for all projects, with all the appropriate documents, including expenses, consultant invoices, and monthly invoices, in accordance with standard procedures.
- Assist in cash flow management strategies for the company by tracking and managing cash payments to reconcile variances that occur in the application of cash.
- Recommend and implement agreed process improvements to the billing and payments cycle.
- Perform additional assignments, as directed by the Director of Accounting.
- Prepare special project analyses for the Project Managers and others.
- Perform ad hoc analysis and projects to support Asset Management, Project Development, and Investment teams.
- Prepare state and local property and business tax returns and payments.

DESIRED TRAITS/QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance, or some college courses in accounting or business preferred.
- Intermediate to advanced computer literacy, including experience with all MS Office programs, particularly Excel, and accounting software.
- Proficiency in QuickBooks or other forms of accounting software a plus.
- 0-5 years' experience in accounting, business administration, or other similar commercial roles.

- Good written and verbal communication skills and strong organizational skills.
- Ability to work well with others under deadline situations and respond to changes in priorities.
- Ability to work independently, take initiative, set priorities and see projects through to completion. Desire to take ownership of work, follow through on tasks, and orientation to action.
- Skilled in working with cross functional teams to achieve overall business objectives.
- Ability to manage multiple issues and clearly articulate outcomes, concerns and solutions.
- Team player who recognizes learning opportunities and can flex to fill different roles in a small organization and fast-paced environment.
- Desire to take on a key role in making an impact in the social investing ecosystem.
- Experience in project finance or development a plus.

TEAM CULTURE/BENEFITS

- Smart, effective and highly motivated team committed to creating generational change in renewable energy
- Beautiful, bright and centrally located office, accessible by public transit
- Casual, collaborative and results-driven work environment
- Competitive compensation package
- Health insurance, including medical and dental
- 401K plan
- Snacks/fruit/coffee
- Company social events, team lunches, etc.

EQUAL OPPORTUNITY

Sunwealth is strongly committed to equality of opportunity and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or genetics. We endeavor to build a workplace environment that is welcoming and inclusive for everyone. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

HOW TO APPLY

Please submit your resume and cover letter to: careers@sunwealth.com. Be certain to include "Finance and Accounting Associate" in the subject line of your email. **We strongly encourage applications from female and minority candidates.**

Due to the volume of resumes, it may not be feasible for us to follow up with every candidate. If you do proceed with our hiring process, please note we will ask for professional and personal references.