

**Position Description:**

**Job Title:** Business Manager

**Company:** Acelerex

**Location:** Boston, MA - United States

**Summary:**

We are seeking a highly motivated Business Manager who has experience providing marketing support, administrative support, conducting accounting functions, and has certain technical expertise to join our team. The successful candidate will be responsible for handling various aspects of business management, sales support, marketing, and administration. Acelerex is an independent consultant and software maker company in the power sector.

**Job Description:****Position Overview:**

As a Business Manager, you will assist with critical business functions for Acelerex such as marketing strategy & development of on-line and physical materials, conference exhibition, sales pitch materials, hiring activities, new member on-boarding, operational planning, documentation, management of accounts, payroll, corporate legal filings, tax filings, administration, and technical support. These tasks are crucial to helping Acelerex operate and grow efficiently and effectively. You will collaborate closely with our cross-functional teams to ensure that Acelerex can execute its business strategy and achieve defined business goals and objectives.

**Benefits:**

- Competitive salary
- Working in an international team environment
- Opportunities for professional growth and development
- A collaborative and innovative work environment
- Contribution to sustainable energy solutions

**Responsibilities:**

- Marketing Support
  - Conference strategy & preparation
  - Online – brochures, slide decks, blog posts, press releases, articles
  - Print – brochures, banners, etc.
- Administrative Support
  - Coordination – travel, materials management, office space, client meeting support, etc.
  - Corporate Legal & Tax Filings
- Account Management

- Monitoring Payroll software
- Expense Account Management
- Accounts Payable / Accounts Receivable
- Financial Performance Data
- Reconciliations
- Personnel
  - Assisting with the management with growth of company
  - Hiring – posting jobs, reviewing resumes, interviewing, job offer management
  - Onboarding
- Technical Support
  - Technology procurement for new member on-boarding – computers, office materials, etc.
  - Program Support – Acelerex uses multiple programs for intercompany and intracompany communication and deliverable management. Business Manager will need to have good computer skills and be able to learn in programs including but not limited to:
    - Notion
    - Slack
    - OneDrive
    - Quickbooks
    - Microsoft Office
- Documentation of implementation processes and procedures.
- Update and maintain documentation on internal Wiki platforms.

**Desired Qualifications:**

Bachelor's or master's degree in business management or related field.

**Skills:**

- Detailed experience with Microsoft Office / OneDrive / Quickbooks / Notion / Slack
- Strong project management & critical thinking skills
- Excellent problem-solving and analytical skills
- Effective communication and teamwork abilities
- Attention to detail and a commitment to quality
- Accounting certifications or experience

**Location and Start Date:**

The position will be based in Boston, MA. Applicants not currently living in, or opposed to relocation to, the Boston area need not apply. Immediate availability is preferred. There is a detailed background check requirement for this position.

**How to Apply:**

For highly motivated and capable candidates, please visit [www.accelerex.com](http://www.accelerex.com) to learn more about Acelerex.

Interested candidates are invited to submit their resumes and cover letter detailing their relevant qualifications and experience to [careers@accelerex.com](mailto:careers@accelerex.com). Please include "Business Manager" in the subject line.

Join our team and contribute to a greener, more sustainable future through the buildout of project finance product and offerings for our developer and investor clients!