



Job Description | Accountant

Position Overview

Aptos Solar Technology is a leading supplier of advanced solar technology, and currently seeking an Accountant to maintain accounts receivable, accounts payable, and assist with financial planning. Reporting directly to the CFO, the accountant is responsible for ensuring all financial records are in line with laws, regulations, and company goals.

Responsibilities

- Provide financial information to management by researching and analyzing accounting data; preparing reports.
- Assist with payroll
- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Manage accounts receivable and payable
- Document financial transactions by entering account information
- Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports
- Maintain accounting controls by preparing and recommending policies and procedures
- Reconcile financial discrepancies by collecting and analyzing account information
- Maintain financial security by following internal controls
- Prepare payments by verifying documentation, and requesting disbursements
- Comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends
- Maintain customer confidence and protects operations by keeping financial information confidential

Qualifications & Skills

- Bachelor's degree in finance or related field
- Minimum of 2 years' experience in accounting role
- Proficient in Microsoft Word, Excel, and Outlook
- Previous experience using QuickBooks