

# Senior Accountant

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## Job Summary

SunPeak, a rapidly-growing and nationally-recognized commercial solar developer, is looking for a full-time Senior Accountant to join its team. The ideal candidate will share our values of excellence and integrity and will be interested in shaping a key role that will directly contribute to our organization's ongoing success.

The Senior Accountant is responsible for overseeing all financial and accounting activities including cash management, budgeting, payroll administration, forecasting, accounts payable and receivable, and routine financial reporting. This position reports to the President, and works closely with the organization's leadership team to provide accurate and timely financial perspective and guidance. A successful candidate would have an opportunity for promotion.

This role is supported by the company's in-house Accounting Assistant.

## Primary Responsibilities:

- Design and produce financial dashboards for company leaders so cash position and balance sheet figures are available and routinely reviewed.
- Regularly provide financial reports and other analyses for department leaders to create greater visibility of day-to-day business operations and also support discussions of larger strategic initiatives.
- Manage and enhance annual budgeting and sales forecasting processes.
- Oversee the company's cost accounting measures and purchasing practices.
- Manage relationships with primary vendors and suppliers, ensuring accounts payable are handled in an optimized manner.
- Manage accounts receivable. Direct the invoicing process, ensuring bills are accurate and presented to customers per the project contract's terms. Communicate with representatives of outstanding accounts when needed.
- Direct the activities of SunPeak's Accounting Assistant to ensure all internal accounting responsibilities are properly assigned and completed, including routine payroll and journal entries.

- Serve as the primary contact for outside tax, banking and insurance vendors. Provide necessary documentation and support for yearend closing, tax returns and insurance claims.
- Work closely with third-party HR company (QTI) to ensure payroll and benefits administration is seamless for employees. Serve as the company's primary liaison to QTI, communicating staff and payroll changes, submitting necessary onboarding materials for new employees, and scheduling staff presentations/meetings on behalf of QTI, as needed.
- Establish and document accounting procedures and best practices, implementing solutions for greater efficiency and quality whenever possible.
- Create, maintain, and improve internal control and internal audit processes and procedures.

### **Required Skills, Abilities and Attributes:**

- Bachelor's degree in Accounting or Finance required.
- At least 10 years of accounting experience; management experience preferred.
- Experience with QuickBooks; QuickBooks Enterprise preferred.
- Highly proficient in Excel.
- Ability to propose and lead continuous improvement initiatives related to accounting and financial management.
- Process and detail oriented.
- Strong leadership, communication, and interpersonal skills.
- Conducts duties with professionalism, maintaining confidentiality and exercising good faith and high integrity.

### **Compensation and Benefits**

This is a full-time position. SunPeak provides a competitive compensation package including health insurance, life/disability insurance, dental, vision, paid time off, and 401K. Additional individual and/or team bonuses may also be available based on individual merit and/or overall company success.

### **More about SunPeak**

SunPeak is a commercial solar PV developer headquartered in Madison, Wisconsin. We have the capability to professionally assess feasibility, design, engineer, install, commission, and maintain solar systems that provide decades of emission-free electricity from the sun.

SunPeak has installed some of the largest solar projects in the Midwest and is quickly expanding its customer base throughout the nation.

Our company is built on a strong work ethic and has a team-oriented culture focused on safety and quality. In addition to providing a casual and professional workplace, SunPeak fosters a culture of collaboration and process excellence.

Solar energy is one of the fastest-growing industries in the nation with limitless potential in the future. We believe that clean energy can and should be available to everyone. If you desire to join a team of dedicated individuals and have a positive impact on our environment, you may be an excellent fit for our team.

To apply for this position, please send a resume, cover letter and salary expectations to [careers@sunpeakpower.com](mailto:careers@sunpeakpower.com).