



## **Company Culture:**

**Our culture is not for everyone.**

We believe in our team's personal growth. Everyone is provided with the resources to invest in themselves and to realize their full potential. At Energy CX, we challenge one another to tackle complex challenges, work hard, innovate, and grow.

**We have a shared and unique set of values:**

We believe in **Radical Honesty**. Sometimes your feelings might get hurt.

We believe in **Prioritization**. Your time matters - we make sure you use it wisely.

We believe in **High Standards**. Your output is scrutinized and celebrated.

We believe in **Continuous Growth**. We expect consistency.

We believe in **Bias for Action**. We like doers, not talkers.

We believe in **Clear Thinking**. We expect clear communication and thought.

We believe in **Long Term Thinking**. You must invest in yourself for the long term.

We believe in **Resourcefulness**. We believe hand holding prevents growth.

We believe in **Work/Life Balance**. We want everyone to thrive inside/outside of the office.

Our culture rewards personal growth and performance. Therefore, we are seeking exceptional individuals to join our incredible culture.

## **About Energy CX:**

Energy CX is on a mission to be the #1 energy broker in the US. We are laser focused on helping commercial real estate companies reduce time and money spent on energy.

- **Freedom & Responsibility**
  - Work From Home Fridays
  - Additional 5 Work From Home Days Quarterly

- 15 PTO Days
- Holiday Pay
- **Benefits**
  - Competitive Salaries
  - 401k Matching
  - Health Insurance (50% covered)
  - Wednesday Team Lunches
  - Company Events

---

**Title:** Bookkeeper

**About this Job**

The person for this job is often described by friends as being “obsessed with organization.” They love details, big or small. Mistakes drives them mad! This person must be comfortable juggling many different tasks at once. But most importantly, they love what they do.

This role focuses on the financial operations of our company. We need an individual who can categorize expenses, create the 3 main financial statements, manage our A/R and A/P, and assist with managerial accounting.

**Functions & Responsibilities:**

- **Commissions**
  - Executing Monthly Commissions
  - Reconciling commissions and resolving discrepancies with suppliers
  - Answering Commission questions
- **Bookkeeping**
  - Categorizing all our income and expenses
  - Manage and execute all A/P and A/R activities and processes
  - Assist with the preparation of monthly and quarterly client invoices
  - Perform month- and year-end close including A/P, A/R, cash, and other month-end close activities
- **Financial reporting**
  - Creating budgets by department
  - Prepare income, cash flow, and balance sheet statements
  - Actively identify unnecessary expenses
  - Track employee expenses

**Knowledge, Skills & Abilities:**

- CPA (preferred but not required)

- Associate degree with a preferred concentration in Business, Accounting, or Finance required, Bachelor's degree preferred
- Intermediate knowledge of Generally Accepted Accounting Principles (GAAP)
- Proficiency in Microsoft Suite is required
- Proficiency in Salesforce would be nice to have
- Established experience in Accounts Payable, Accounts Receivable, and Client Billing
- Detail-oriented with a high level of accuracy and organization
- Excellent interpersonal and customer service skills
- Resourceful and comfortable working independently
- Active problem-solver with a proven ability to exercise sound judgment