



Company Culture

We believe that “culture eats strategy for breakfast.” ECX has a winning culture that is built on customer obsession, innovation, and long-term thinking. We look for people who exemplify our cultural beliefs, that give us a competitive edge. People who work at Energy CX are: competitive (they love to win), organized (they prioritize constantly), and smart (they think quickly, and have a bias for action).

We are on a mission to provide commercial real estate owners and operators a hassle-free service to control utility costs and operations by function as an energy department.

- **Freedom & Responsibility**
 - Work from home Fridays
 - Additional 5 Work From Home Days Quarterly
 - 15 Days PTO
 - Holiday Pay
- **Compensation & Benefits**
 - Salary: \$70,000-\$90,000
 - 401k Matching
 - Health Insurance
 - Free Office Parking
 - Wednesday Team Lunches

Title: Staff Accountant

About this Job

The person for this job is often described by friends as being “obsessed with organization.” They focus on attention to detail in everything, big or small. And any mistake drives them mad! This person must be comfortable juggling many different tasks at once.

This role facilitates the Financial and Operation functions of our company. We need someone who can categorize all expenses, create all relevant financial statements, can manage our A/R and A/P, and handle various HR responsibilities. This person is highly experienced in financial accounting, and bookkeeping and loves what they do.

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
- **Regulatory Compliance**
 - Execute all regulatory compliance matters
 - Corporate licensing, ensuring compliance with our legal entities in each state

Knowledge, Skills & Abilities:

- 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