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September 27, 2012

Hiring Announcement

The North American Board of Certified Energy Practitioners (NABCEP) is seeking a full time Program Assistant with bookkeeping skills in their Clifton Park, NY office for immediate hire. Position will remain open until filled.

Job Title: Program Assistant / Bookkeeper

Job Summary: The successful candidate will work in a fast-paced, multi-faceted, small business that certifies renewable energy personnel throughout North America. Responsibilities will include administrative support for Entry Level, Certification, and Company Accreditation Programs; electronic and manual filing; customer service and communication; and light bookkeeping, particularly with respect to processing daily AP & AR.

Experience/Education Requirements: Qualified candidates must have solid knowledge of standard office procedures and computer programs. Ideal candidate will have a foundation in basic bookkeeping, accounting, or business administration. Ideal candidate will hold a 2 or 4 year degree or have a minimum of three years of related experience. Knowledge of and/or experience in the renewable energy and or credentialing industry is preferred.

Physical Requirements: Candidate must be comfortable sitting at a desk and using a computer for majority of the workday.

Availability: Position is open until filled. Candidate must be available to work standard office hours, 9 a.m. to 5 pm, Monday thru Friday. After hours work may occasionally be required to meet special project deadlines.

Location: Clifton Park, NY

Essential Competencies:

- Proficiency with Microsoft Office software (Word, Excel, and Outlook)
- General computer software skills including typing, e-mail, internet searches, electronic filing systems, data entry, and website updates.
- Strong written and verbal communication skills
- Strong organization skills



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- Familiarity with basic bookkeeping practices (experience with professional bookkeeping software, especially QuickBooks, is preferred)

Principal Duties and Responsibilities:

Administrative

- Process mailing of certificates, invoices, and other communication to customers
- Maintain files, spreadsheets, database, and website with customer information
- Utilize “mail merge” function to send e-mails and physical mailings
- Assist in reviewing applications for certifications
- Assist with incoming phone calls; process and route
- Assist with filing and keeping appropriate office documentation up-to-date
- Assist office staff in maintaining an efficient business environment

Fiscal

- Accounts payable – receive and code invoices; enter incoming bills and invoices into QuickBooks; and prepare completed checks for mailing
- Accounts receivable – create invoices and receive payments into QuickBooks. Assist in preparing reports and correspond with customers to collect overdue payments.
- Perform bank account reconciliations
- Process credit card payments

Benefits: NABCEP provides a competitive benefits package that includes vacation, holiday, and sick leave; health and dental insurance; and employer retirement contributions.

Contact:

Please send resume, cover letter, and salary requirements to:

NABCEP

Richard Lawrence, Director of Operations

RE: Program Assistant Position

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