



3026 Owen Dr, Ste 104 • Nashville, TN 37013  
877-748-1260 • [lightwavesolar.com](http://lightwavesolar.com)

LightWave Solar is looking for a qualified candidate to fill a position which encompasses traditional duties of: (1) Office Management (2) Accounts Receivable.  
The incumbent has been promoted within our organization.

#### **Requirements / Experience**

- QuickBooks Experience (or equivalent)
- Microsoft Office experience – Outlook, Excel, Word, PowerPoint
- Good telephone skills to screen calls, assess priority of incoming requests
- Must be mature, have ability to multitask
- New employee orientation, intake, benefits enrollment
- Payroll input experience using an online payroll processor

#### **Duties**

- Track invoices, process payments, record deposits
- Answering multi-line phone system
- Monitor and re-order office supplies
- Track employee hours, maintain payroll records, process payroll
- Assist with financial and tax audits
- Assist with Monthly Closing
- Assist employees with benefits enrollment
- Assist with daily deposits and Accounts Payable
- New-hire Onboarding
- Maintain vendor relationships, including office cleaning, alarm monitoring, etc.
- Support marketing initiatives, customer service, and all facets of organization.

#### **Benefits**

- Company paid health insurance
- Profit sharing
- 401k
- 120 hours of Paid Time Off per Year

#### **Other Considerations**

Position that encompasses Monday – Friday from 8am – 5pm at 40 hours per week with some scheduling flexibility. The compensation will be \$16 - \$19 per hour depending on experience.

LightWave Solar designs, installs and maintains solar power arrays for commercial and residential customers in Tennessee and in nearby states. The Company is committed to providing high quality solar energy systems that exceed our clients' expectations. Since its founding in 2006, LightWave has completed over 1,000 solar installations, including highly visible projects for the Nashville Music City Center, Ascend Amphitheater, and TN Army National Guard. LightWave is headquartered in Antioch, TN, and employs approximately 50 people.

Interested candidates should send a resume and expression of interest to:  
Kristen Huffman [khuffman@lightwavesolar.com](mailto:khuffman@lightwavesolar.com)

Members of:

