

Job Description – Staff Accountant

LightWave Solar is looking for a qualified candidate to fill a position which encompasses traditional duties of: (1) Staff Accountant (2) Payroll Accountant. The position reports to the CFO and has high management visibility. There is also a compelling 2-3 year progression path of promotion to Accounting Mgr/Controller position.

Requirements / Experience

- Fundamental understanding of Accounting
- QuickBooks Experience (or equivalent)
- General Ledger control
- Online filing of sales & use tax returns
- Microsoft Office experience – Outlook, Excel, Word, PowerPoint
- Excel skills are a strong consideration [VLOOKUP, Pivot, etc]
- Must be mature, have ability to multitask
- Payroll input experience using an online payroll processor

Duties

- Accounts payable entry and disbursements
- Facilitate and complete month end and year end closing procedures
- Assist with analyzing financial statements on a monthly basis and report on variances
- Assist with financial and tax audits
- Assist employees with benefits enrollment, changes, reconcile benefits billing
- Tracking prepaid and accrual G/L accounts
- Support marketing initiatives, customer service, and all facets of organization
- Basic treasury and cash forecasting

Other Considerations

This is a full-time position, onsite salaried position. Good benefits including company paid health insurance, 401k match, PTO, profit sharing.

LightWave Solar designs, installs and maintains solar power arrays for commercial and residential customers in a seven-state area. The Company is committed to renewable and sustainable energy sources of the future. Since its founding in 2006, Lightwave has completed over 1,200 solar projects, including highly visible projects for the Nashville Music City Center, Memphis Agricenter and multiple solar projects for Nissan. With its main office in Antioch, LightWave employs approximately 50 and has annual revenue exceeding \$12 million.

Interested candidates should send a resume and expression of interest to:

jobs@lightwavesolar.com

Tel (615) 641.4050

Members of:

