

Staff Accountant

Position Type:	Full-time, Exempt, Salary
Reports to:	Controller
Supervisory Responsibility:	None
Location:	Jacksonville, FL

Company Summary

Stellar Energy provides custom power augmentation and energy plant solutions for power generation and utilities, liquefied natural gas (LNG), data center, biopharma and other markets. Stellar Energy's innovative solutions include turbine inlet air chilling, inlet air conditioning (heating and cooling), evaporative cooling, direct contact air chilling, thermal energy storage, district cooling and central utility plants. The company's experience spans more than 20 years and stretches across the globe, with offices in the United States, Asia and the Middle East and North Africa (MENA) region.

Summary

The primary function is to ensure the integrity of accounting information by recording, verifying, reconciling and entering transactions. This includes providing financial information to management to support financial decision-making by researching and analyzing accounting data and preparing reports.

Essential Functions:

- Documents financial transactions by preparing general ledger account entries, maintaining records and files, reconciling accounts, and analyzing account information.
- Reconciles balance sheet and select income statement accounts along with accounting system modules/subsidiary ledgers to the general ledger.
- Posts the weekly payroll entries, ensuring that all payroll and payroll-related accounts are accurately stated.
- Prepares and records daily labor (SEA and contract labor) and weekly manhour and utilization reporting.
- Performs various month-end close and job costing procedures such as accruals, allocations, reclasses, etc.
- Ensures A/R activity is invoiced and collected in an accurate and timely manner.
- Researches and explains actual to budget variances for both overhead and job cost accounts.
- Prepares bank reconciliations and posts required journal entries.
- Assists with maintaining accounting controls by preparing and recommending policies and procedures.
- Protects the confidentiality of all financial data.
- Prepares monthly sales tax reports, personal property returns, reconciliations and filings.
- Maintains project listings of active projects and proposals.
- Reviews and researches project activities as needed.
- Supports annual audit, tax filings and ad hoc inquiries such as surveys and management requests.
- Perform various ERP administration tasks (i.e. new job set-up, project cost codes management, unlocking records, etc.).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Strong organizational skills.

- Independent work skills.
- Analytical/Problem-Solving Skills.
- Detail-oriented with emphasis on accuracy and detection of errors and/or potential fraud.
- Initiative and Time Management.
- Written and verbal communication skills.

Work Environment

This job operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. The employee must occasionally lift or move up to 25 pounds.

Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel

No travel is expected for this position.

Required Education and Experience

- Bachelor degree in accounting.
- 1+ years of experience in accounting field.

Preferred Education and Experience

- ERP knowledge, preferably JD Edwards.

Additional Experience and Skills

- Accounting and Financial skills and knowledge.
- PC proficiency including experience with MS Word, MS Excel and ability to use accounting software.

Work Authorization

Must be authorized to work in USA.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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