



Czero, Inc.

Job Opening – Accountant / Bookkeeper

Posting#: 2019-007

Date of posting: June 12, 2019

Location: Fort Collins, Colorado 80524

Time commitment: Full time

Reporting structure: Reports to CEO

Travel requirements: None anticipated

JOB DESCRIPTION

Czero seeks an experienced and highly motivated individual capable of overseeing all accounting functions at a small, rapidly growing engineering firm. In this role, the successful candidate will work both independently, and with the management team, to ensure smooth operation of the office and all accounting and bookkeeping activities. This individual can help shape the future of Czero and will have opportunities to stretch themselves and grow with Czero in terms of skills and responsibilities.

QUALIFICATIONS

Education

Associate's or bachelor's degree in accounting or equivalent experience

Experience required

5+ years of experience and demonstrated success in accounting and bookkeeping functions

Essential for this position

- Solid understanding of accounting principles and bookkeeping functions
- Ability to do data entry in a highly accurate and efficient manner
- Excellent Excel skills including functions, VLOOKUPS, and pivot tables
- Proficiency in English and in MS Office (Outlook, Excel, Word, PowerPoint)
- Ability to analyze, interpret, and explain financial information
- High degree of accuracy and attention to detail
- Excellent time management skills and ability to multi-task and prioritize work
- Ability to work with others, including auditors
- Ability to carefully manage confidential information
- Self-motivated, personable, persistent, diplomatic, organized
- Customer service orientation and negotiation skills

- Excellent problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Commitment to Czero goals and a desire for continuous improvement

Representative tasks

Sole Responsibilities

- Responsible for all aspects of data entry and maintenance of the QuickBooks accounting software system
- Manage cash receipts, bank deposits, cash disbursements, and bank reconciliations
- Complete accounts receivable data entry, invoice creation, collection, and reconciliation
- Manage accounts payable data entry and reconciliation
- Prepare quarterly sales tax and government contract revenue reports
- Prepare and interpret financial activity weekly using QuickBooks, Excel, and PowerPoint, and present to management
- Reconcile general ledger accounts monthly, or more frequently as required
- Manage intercompany transactions
- Coordinate payroll with the assistance of an outside payroll company
- Manage payroll benefits and related human resource functions
- Assist in the onboarding process for new hires
- Manage internal timecard system

Additional Responsibilities

- Prepare financial statement presentations; including income statements, balance sheets, cash flow statements, and ratios
- Analyze and report project profitability to management
- Prepare cash flow projections using both short and long-term models
- Prepare breakeven analysis and assist in revenue projections
- Accumulate and apply overhead costs as required by generally accepted accounting principles and Federal Acquisition Regulation Part 31
- Assist management with the collection of past due accounts receivable
- Make management aware of any potential issues or irregularities
- Create corporate budget structure and work with management to populate and manage
- Effectively set up and maintain paper and electronic files systems
- Support office management activities such as
 - Schedule meetings and appointments
 - Organize office operations and procedures
 - Provide general support to visitors
 - Plan in-house or off-site activities, like parties, celebrations, conferences
 - Compose, type, distribute meeting notes, presentations, routine correspondence

Additional consideration given to those with experience in these areas

- Experience using QuickBooks
- Higher level accounting skills and experience
- Experience in cost accounting related to the service industry
- Power user in Excel
- Experience in small business

Residency requirements

- U.S. citizenship or the ability to satisfy U.S. Department of Justice work requirements without assistance from Czero

The right fit for our team

Beyond accounting and bookkeeping capability, we're looking for someone who is smart, creative, innovative, hardworking, able to handle multiple activities simultaneously, and is tenacious when it comes to a tough challenge. Everyone at Czero enjoys the challenge of tackling hard problems and is willing to put in the time and effort to solve them, and we need our accountant / bookkeeper to support them. Additionally, we have a true team environment, so it's crucial that you can collaborate effectively with diverse team members.

If you join our team, you will find Czero an interesting, challenging, and rewarding place to work. Your contributions will make a significant impact on high-profile projects that are positive for our clients, the environment and the economy.

HOW TO APPLY

Please email a PDF of your cover letter and résumé to careers@czero-solutions.com

ABOUT CZERO

An established, fast-growing mechanical engineering firm located in Fort Collins, CO, Czero specializes in early-stage R&D in the areas of automotive, commercial vehicles, oil and gas, and clean technologies for local and global companies. Our team takes on wide-ranging engineering challenges for both private and public sector clients, developing new technologies and delivering high quality proof-of-concept prototype systems. We are passionate about the environment, and our work centers on scalable, cost-effective solutions to increase energy efficiency, improve energy storage and delivery, and decrease harmful emissions.

Czero has a strong network of partner companies, suppliers, and university collaboration partners, including the Colorado State University (CSU) Energy Institute, often working with university researchers on cutting edge technology development. If you join our team, you will find Czero an interesting, challenging, and rewarding place to work. Your contributions will make a significant impact on high-profile projects that are positive for our clients, the environment, and the economy.

RECRUITERS

Please do not contact us regarding this or other positions at Czero; we already have an established relationship with a great recruiting team. Thanks!