

### Company Introduction

Tri-State Light & Energy (TSLE) is an energy efficiency consulting and implementation contracting firm with a 40-year history in customer service and energy cost saving delivery. TSLE is a Minority Based Enterprise (MBE) for multiple states and has a major focus on providing energy engineering support for decarbonization initiatives. Regionally, TSLE delivers Direct Install Programs, Engineered Solutions Programs, Energy Savings Improvement Programs, and Engineering Services for Municipal, Commercial and Industrial Clients. TSLE is consistently recognized and awarded for being a small business champion that marries innovative technology with small company personalization and service. We are growing and looking to hire dedicated, industry-qualified candidates at all experience levels to grow with our company.

### Position Summary

We are seeking an Accounting Manager to join our team in New Brunswick, NJ. This position will oversee the accounting function at the company, direct the preparation of financial statements and reporting packages, and create budgets predicting future financial results. This role will be expected to independently manage all accounting activities and implement process enhancements to increase accuracy and efficiency. This role will also be expected to drive budgeting, forecasting, and reporting processes. The Accounting Manager is an active leader who will oversee accounting staff providing supervision, coaching, skill development, and performance management.

### Essential Job Functions

- Oversee and manage the general accounting functions, including, but not limited to accounts payable, accounts receivable, expense management, general ledger, payroll, revenue recognition and financial reconciliations.
- Assist with quarterly and year-end financial audit activities and the annual corporate financial controls audit.
- Assess current practices and procedures and make recommendations for improvements.
- Develop and document company accounting policies and controls.
- Prepare, review, and analyze month-end, quarterly and annual financial statements to ensure accuracy and completeness.
- Regular preparation of internal executive reporting packages for review.
- Responsible for coordination of the annual budget preparation, overall financial analysis and financial forecasting process with oversight of ongoing internal controls.
- Supervise and/or manage all general ledger accounting functions.
- Develop staff by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships.
- Work with external auditors to ensure correct and timely closing and year-end reporting.
- Perform ad hoc analysis and projects as requested.

### Job Qualifications

- Bachelors of Accounting, Finance, or related field required.
- Certified Public Accountant designation required.
- More than five years of progressive accounting experience in a supervisory role preferred.
- Thorough knowledge and experience utilizing U.S. GAAP standards.
- Excellent analytical and organizational skills.
- Proficient in accounting software application systems, particularly Quickbooks and NetSuite.
- Excellent written and verbal communication skills.

- Strong leadership skills with a dedication to driving and achieving results.
- Knowledge of employee relationship building and performance management techniques, along with the ability to train and mentor staff.
- Experience with implementation and maintenance of accounting systems, preferred.
- Experience working in either the construction, utility or engineering service industries preferred.
- Proficient with Microsoft Office Suite applications including Word, Advanced Excel, PowerPoint, and Outlook.
- Strong interpersonal skills to include the ability to work in a fast-paced, team environment.

### **Physical Demands of the Job**

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

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

### **Work Environment**

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

- Ability to work in an office environment where there is climate-control, and you are not substantially exposed to adverse environmental conditions.
- Subject to normal noise levels.

### **Diversity**

TSLE is an equal-opportunity employer committed to diversity and inclusion in the workplace. TSLE prohibits discrimination and harassment of any kind based on age, race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, age, marital status, gender, gender identity or expression, veteran status, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. TSLE makes hiring decisions based solely on qualifications, merit, and business needs at the time. Please read through our [EEO Policy](#) for more information.

*TSLE is committed to working with and providing reasonable accommodation to applicants with physical and mental disabilities. TSLE is a drug-free workplace*

### **Screening**

TSLE makes offers of employment contingent upon (1) successful completion of a routine background investigation and reference check, (2) drug testing, and (3) Act 34 Child Abuse clearance.

### **Benefits**

- Medical, vision, and dental insurance.
- 401(k) with company match after 1st year of anniversary.
- Company-provided life insurance.
- Health Savings Account (HSA).
- Education reimbursement program with management approval.
- Annual paid time off.
- Observance of 8 Federal Holidays.

**Work Schedule**

- Hybrid Work Schedule for this position.
- Monday through Friday, 8:00 a.m. - 5:00 p.m.
- 40-hour work week.
- Occasional weekends.
- On-call requirement.

**Compensation**

- Salary Range: \$100K to \$130K, commensurate with experience.

***Interested applicants should email their resume to [careers@email.tsle.com](mailto:careers@email.tsle.com).***

***No phone calls, please.***