



GREENWOOD
SUSTAINABLE INFRASTRUCTURE

JUNIOR ACCOUNTANT

What's in it for you?

- Opportunity to be a part of a fast-paced company that is part of the climate change solution
- Bonus plan & Family benefits
- Hybrid working available
- Excellent company culture
- Career advancement

Company Overview:

Greenwood Sustainable Infrastructure LLC (GSI) is a developer and independent power producer specializing in project development, engineering, procurement, construction management, and other corporate functions with respect to solar, wind and other renewable energy forms.

About the Opportunity:

If you would like to get a glimpse of what the world could look like for the next generation, join our team today. As one of North America's renewable energy companies, you will be part of an energetic and ambitious team that takes pride in working together in a harmonious atmosphere. We are looking for positive individuals that can thrive in a fast-paced, deadline-oriented environment.

Job Summary:

The Junior Accountant will be responsible for various aspects of accounting and bookkeeping. This entry-level position offers the opportunity to gain hands-on experience in various accounting functions.

Essential Duties and Responsibilities:

- Preparation of Purchase Orders according to company guidelines, and accompanying processing/posting of invoices
- Assist in the preparation and maintenance of the general ledger, ensuring all transactions are recorded accurately
- Processing of accounts payable and payments
- Vendor statement reconciliations
- Assist in the preparation of monthly financial statements
- Assist with the month-end and year-end closing process to ensure all financial activities are accurately recorded
- Managing deadlines
- Participate in process control initiatives
- Other tasks as deemed necessary in this evolving corporation

Requirements:

- University or College degree in Accounting/Finance
- Inherent understanding of debits and credits is essential
- Excellent organizational skills and time management skills
- Ability to work effectively in a multi-disciplined team
- Exceptional attention to detail and accuracy
- Clear and effective communication skills, both verbally and in writing
- Proficiency in Microsoft Word and Excel
- Familiarity with Quickbooks accounting software