

May 9, 2017

Director of Finance and Administration – Portland, ME | \$50,000 - \$55,000 Annual Salary

Interphase Energy is a leading provider of superior renewable energy and mechanical system design solutions specializing in residential, commercial, industrial and agricultural heating, cooling, heat recovery and solar integration applications. We are a distributor of biomass and wood pellet systems, air to water heat pumps, forced air systems, UV air purification systems, solar integrated heat-recovery chillers, and internet monitoring systems. Our products are sold through an extensive network of mechanical contractors, solar and HVAC pros across North America.

Interphase Energy LLC has an opening for an inside sales engineer located in Portland, ME. This position reports directly to the Managing Partners and performs a wide range of duties including some or all of the below. This position can move to product manager role and may have additional staff assigned to it.

Interphase Energy LLC has an opening for a Director of Finance and Administration located in Portland, ME. This role reports directly to the Managing Partners and performs a wide range of duties including some or all of the below:

Financial accounting and reporting

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Ensure that all statutory requirements of the organization are met including, Withholding Payments, Income Tax, Goods and Services Tax, Employer Health Tax
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable and credit control
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance reporting
- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Manage the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate

Payroll preparation and administration

- Manage all payroll functions to ensure that employees are paid in a timely and accurate manner
- Negotiate and manage the employee insurance and benefits plans
- Process and submit statutory and benefits remittances on time

Budget preparation

- Support Partners in budget and forecast preparation, and prepare the annual budget in consultation with the Managing Partners

Information technology

- Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements
- Advise on appropriate technology that meets the organization's information requirements and financial resources

Risk management

- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized
- Advise the organization's leadership on appropriate insurance coverage for the organization

Office administration

- Manage the administrative function of the organization including reception, property/facility management, safety of the work environment, and provision of furnishings and equipment necessary for effective operations
- Oversee the management of all leases, contracts and other financial commitments
- Monitor all legislation relevant to the organization (employment standards, occupation health and safety, human rights, etc) and all regulations on professional certification to ensure that the organization is compliant

Qualifications*Education/Experience*

- Years of Related Professional Experience: 5+
- Minimum three (3) years' experience as bookkeeper
- Bachelor's Degree or 4 years of related college courses
- Specific accounting experience, including attainment of CPA designation or an MBA degree, is preferred.

Skills

- Knowledge of advanced accounting and reimbursement principles normally acquired through completion of a bachelor degree program in Accounting, Finance, Business Administration or related field in order to provide the necessary technical direction and management.
- Ability to recognize and resolve problems quickly using sound judgment and diplomacy
- Computer literate in a Windows environment: Excel, Word, Power Point
- Proficiency in Excel and Quickbooks
- Ability to be a team player
- Must be self-motivated with ability to use own initiative
- High attention to detail
- Strong written and verbal communication
- Excellent time management skills
- Ability to make decisions with limited information

Special Requirements:

Able to sit at desk and use/view computer for prolonged periods of time, up to 8 hours daily.

Please submit resumes to: info@interphaseenergy.com