



Company Overview

Anura Energy is an energy efficiency services provider that delivers a wide range of energy-saving solutions to meet the energy saving goals for our clients and customers. Our efforts include program design, project management, project fulfillment and data analysis. Our company strives to deliver value at every touch point with a team of enthusiastic and hardworking individuals.

Position Summary

As a Bookkeeper, you will be responsible for maintaining accurate financial records and ensuring compliance with accounting principles and regulations. You will perform a variety of tasks, including recording financial transactions, reconciling accounts, and preparing financial reports. Your role will involve meticulous attention to detail, strong organizational skills, and proficiency in accounting software. You will collaborate closely with other members of the finance team to support the overall financial management and reporting processes of the organization.

Location

Office is in Naperville, Illinois.

Position Responsibilities

- **Financial Transactions:** Record day-to-day financial transactions, including purchases, sales, receipts, and payments, in accordance with established accounting procedures and guidelines.
- **Accounts Receivable:** Generate and issue invoices to customers, track accounts receivable balances, and follow up on overdue payments. Process incoming payments and reconcile customer accounts to ensure accuracy.
- **Accounts Payable:** Review and verify invoices, bills, and expense reports for accuracy and completeness. Process payments to vendors and suppliers, reconcile accounts payable balances, and address any discrepancies or issues.
- **Bank Reconciliation:** Perform monthly bank reconciliations to ensure that bank statements match internal records. Investigate and resolve any discrepancies or outstanding items in a timely manner.
- **General Ledger Maintenance:** Maintain the general ledger by posting journal entries, adjusting entries, and allocating expenses to appropriate accounts. Ensure that ledger accounts are accurately updated and reconciled on a regular basis.
- **Financial Reporting:** Assist in the preparation of financial statements, reports, and budgets as required. Compile financial data, analyze variances, and provide explanations for discrepancies to support decision-making and planning processes.
- **Tax Compliance:** Assist in preparing and filing tax returns, including sales tax, payroll tax, and income tax filings. Maintain records and documentation to support tax filings and respond to inquiries from tax authorities.
- **Payroll Processing:** Support payroll processing activities, including calculating employee wages, deductions, and taxes. Prepare and distribute payroll reports, process payroll journals, and ensure compliance with payroll regulations.
- **Documentation and Recordkeeping:** Maintain organized and accurate financial records, both electronic and hard copy, in accordance with retention policies and legal requirements. Ensure that records are easily accessible for audits and inquiries.

- **Financial Analysis:** Assist in analyzing financial data and trends to identify opportunities for cost savings, revenue growth, and operational improvements. Provide insights and recommendations to management based on financial analysis findings.

Position Qualifications

- Associate or bachelor's degree in Accounting, Finance, or related field preferred.
- Proven experience in bookkeeping or accounting roles, preferably in a small business or nonprofit environment.
- Proficiency with QuickBooks Online, as well as Microsoft Excel.
- Strong understanding of accounting principles and practices, including GAAP.
- Excellent numerical aptitude and attention to detail.
- Strong analytical and problem-solving skills.
- Effective communication skills, both written and verbal.
- Ability to work independently and prioritize tasks effectively.
- Familiarity with tax regulations and payroll processing is a plus.

Full time position. Typical schedule is weekdays 8 am to 5 pm.

Salary ranges \$40,000 - \$55,000 depending on experience, plus opportunities for bonuses.

Paid vacation, holidays, health care, and 401k benefits.

Drug and smoke free environment.

Must be able to pass background check.

To apply, please send a cover letter and resume to careers@anuraenergy.org.