



Job title: Accounting Manager

Department: Finance

Reports to: CFO

Status: Salaried

Summary

The Accounting Manager has leadership responsibilities for accounting functions of the organization and reports directly to the Finance Officer. The position provides oversight for all essential accounting functions including, but not limited to, Accounts Payable, Accounts Receivable, Payroll and General Ledger activity. Position will also support Human Resource activities such as employee benefits management.

Duties and Tasks

- Manages the Accounting, Payroll, Accounts Receivable and Accounts Payable functions
- Manages and executes daily operations of the Accounting Department.
- Preparation and posting of monthly journal entries.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts and documenting business transactions.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position.
- Create and develop financial reporting tools and metrics for use by Executive Leadership team.
- Actively involved in the organization's annual audits and tax return preparation.
- Establishes, modifies, documents, and coordinates implementation of accounting internal control procedures.
- Guides accounting decisions by establishing, monitoring and implementing policies and procedures.
- Very strong interpersonal communication skills, both written and verbal, are required.
- Constantly strives to achieve excellence in day-to-day operations of respective department.
- Manage employee benefits programs

Qualifications

- BA or BS in Business with an emphasis in Accounting
- Must have a minimum of five years prior supervisory experience in financial reporting and general accounting areas.
- Must be PC proficient and prior experience with Quickbooks and/or other accounting systems.
- Must be proficient in the Microsoft Office Suite. Must be able to thrive in a startup, fast-paced setting.
- Must have excellent written and spoken communication skills.

About ALL Power Labs:

ALL Power Labs is a Berkeley, CA based start-up specializing in biomass gasification equipment for



ALL Power Labs

personal scale power

small-scale, distributed power generation. Our project started in 2008 with the open source Gasifier Experimenter's Kit (GEK), supporting research, education and DIY hacking in biomass thermal conversion. Four years later it has evolved into the Power Pallet— a fully automated solution for personal scale biomass power generation. Today you can find over 300 of our systems in 40 countries, supporting research in over 50 universities.

For more information: <http://www.gekgasifier.com>.

To Apply:

Please send a letter describing your interest and qualifications, as well as your resume to jobs@allpowerlabs.org.