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**Position:** Staff Accountant (Contract employee – 30 to 40 hours a week)  
**Start date:** Immediate

**Unison Energy Overview:**

Unison Energy owns and operates on-site, turnkey microgrid solutions that provide our clients with significant cost savings, energy resiliency, and reduced carbon footprints. We design, build, own, operate, and maintain on-site generation systems through long-term energy services agreements that require no capital investment from our clients. We bill our clients only for energy provided to the facility.

Unison, founded in 2010, is backed by American Infrastructure Funds ([www.aimlp.com](http://www.aimlp.com)) and Hunt Companies ([www.huntcompanies.com](http://www.huntcompanies.com)). Our headquarters is in Greenwich, CT.

**Position Description**

We are looking for a responsible and energetic Staff Accountant to join us in our growing Accounting department. The Staff Accountant is responsible for providing management with financial information by researching and analyzing accounts and preparing financial statements

**Responsibilities include:**

- Participate in monthly and annual closing process by preparing journal entries and account reconciliations
- Perform review and complete monthly variance analysis for income statements
- Summarize factors driving month to month variances for various balance sheet items
- Prepare key account reconciliation for certain assets and/or liabilities
- Perform bank reconciliations for multiple companies
- Gain and maintain knowledge of accounting systems, policies and procedures
- Enter A/P & A/R invoices in QuickBooks
- File sales tax returns on a monthly and quarterly basis
- Develop and document business processes to maintain and strengthen internal controls
- Assist with year-end external audits
- Review expense reports using our expense reporting platform Concur and ensure expenses follow company policies
- Receive customer payments and apply to account
- Lead special projects and ad hoc reporting needs

**Qualifications:**

- Bachelor's degree in Accounting or related field
- 2 year+ of Accounting experience
- Strong understanding of accounting theory
- Excellent written, verbal, communication and interpersonal skills
- QuickBooks knowledge required
- Must be proficient in Microsoft Excel

- Detail oriented and organized in work
- Ability to meet assigned deadlines
- Ability to work collaboratively with all levels of employees, management and external agencies to maximize performance, creativity, problem solving and results
- Proactive and independent

This is an independent contractor position 30-40 hours per week with potential to expand into a full time position.