

SolarCraft - Receptionist / Accounting Admin

We are looking for partners, not employees.

SolarCraft is building a more sustainable North Bay community. For more than 35 years, SolarCraft has been committed to providing solar and clean energy solutions for homes and businesses that deliver the highest financial and environmental benefits possible – delivering clean, renewable energy far cheaper than the utilities can or will and energy storage system to provide resiliency when the grid goes down. We reduce the cost of living and the cost of doing business locally, improve environmental health locally, create great jobs locally, and demonstrate leadership and responsible living in our community and our industry.

SolarCraft is seeking a Receptionist / Accounting Admin. The position will be based in our Novato, CA Headquarters and is a full-time permanent position. The work schedule is SolarCraft's general business hours: M-F between 8am – 5pm. The **Receptionist / Accounting Admin** will report directly to our Director of Finance and work collaboratively with many departments in our organization. The role will also engage directly with our clients and partners via phone, business correspondence and sometimes in person, so this position is critical to our continued success – the right individual will have a positive attitude, have great attention to detail, have excellent communication skills, and be enthusiastic about solar and SolarCraft's impact in the community. This is a perfect role for someone looking to be involved in the exciting solar and clean energy industry, gain valuable experience in Accounting and general office management, and learn how various roles and departments work.

Everyone counts at SolarCraft. We are 100% Employee-Owned and all employees are given equal chance to be partners in our business, earn competitive wages with performance-based incentives, PTO, Holidays, and Benefits. There is great opportunity to advance within SolarCraft and to work in the rapidly evolving clean energy industry, where every day we are helping change the world we live in.

Responsibilities and Duties

- Receptionist and Phone reception - Responsible for friendly and professional handling and routing of phone calls and customer service via phone (backing up sales and customer service depts during busy seasons).
- Serve as Accounting Admin, performing critical tasks in our Finance/Accounting Dept and Office Management team. This will include various responsibilities including serving as:
 - Accounts Payable clerk,
 - Project Accounting data entry and tracking,
 - in-office collections (calls and emails),
 - project-based work for company process improvement,
 - payroll and HR data entry
 - supporting Office Management duties
- Serve as the initial point of contact for incoming visitors, partners, and employee engagements.
- Be presentable at all times, representing the company in person when visitors, clients and partners and employees are in our offices.
- Reliable attendance is critical, as this role cannot be performed remotely
- Exceptional communication and customer service skills, in person and via email and phone
- Knowledge of MS Word, MS Excel, MS Outlook, and IT programs

- Familiarity with CRM (i.e. Salesforce, etc.) a plus
- Basic knowledge of general office equipment
- Familiarity or Experience working in Solar, Sustainability, Electrical or Contracting industries a plus.

Qualifications and Skills

Receptionist role: greeting clients, customers and the public. Incoming sales and service calls by phone or email and making initial contact, performing initial qualifications and scheduling appointments for clients.

Update customer information in software systems and accounting programs as required. Making sure that customer information is correct across several software programs and systems. Clarify any secondary addresses or phone numbers in both notation sections.

Benefits

- Competitive pay including base salary, paid holidays, PTO and benefits.
- Health insurance with company subsidy.
- ESOP participation and 401(k).
- On-the-job training and education in solar energy, accounting, and business operations.
- Opportunities for advancement within a rapidly growing business and industry

SolarCraft is an equal employment opportunity employer and will consider all qualified candidates without regard to race, religion, color, age, sex, sexual orientation, marital status, nationality, veteran status or disability. If an offer of employment is made, proof of authorization to work in the US and/or U.S. citizenship must be provided.

Please forward cover letter and resume to jobs@solarcraft.com

Job Type: Full-time

Salary: \$22 /hour

Work authorization:

- United States (Required)