

## Procurement & Accounting Manager



SolarCraft's mission is to build a more sustainable and resilient North Bay community. We do this by providing solar and clean energy solutions for homes and businesses that deliver the highest financial and environmental benefits possible to our clients – delivering clean, renewable energy far cheaper than the utilities can or will and home energy-security with solar battery energy storage systems.

*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 work in the rapidly evolving clean energy industry, for one of the North Bay's largest 'green tech' employers, where every day we are helping change the world we live in.*

**SolarCraft is seeking a motivated Procurement & Accounting Manager to join our team.** The position will be full-time, based in our Novato, CA Headquarters, and will be an integral part of our Construction Operations & Accounting teams. The primary responsibilities of the Procurement & Accounting Manager are:

- Responsible for establishing and maintaining strategic partnerships with capable, reliable vendors to optimize procurement of the most advanced Solar and Battery storage equipment available globally and locally.
- Coordinate with Project Management to understand build timelines for contracted projects and plan accordingly for lead times of various components and subcontracted services
- Lead negotiations of Master Service and Master Supply Agreements
- Work closely with warehouse manager and construction leaders to maintain appropriate stocking levels and manage logistics and inventory tracking.
- Identify and establish relationships with key material and service providers regionally and nationally – seeking best partnerships, pricing, quality and reliability
- Drive measurable cost reduction and efficiency for our services and materials
- Coordinate with Project Managers to develop meaningful portfolio-level RFQ and RFPs
- Approve all Purchase Orders, Subcontract Agreements and Supply Agreements
- Lead periodic business reviews, compiling feedback from project teams and suppliers
- Maintain a meaningful supplier knowledge base, including regional coverage, core competencies, and performance history
- Engage Construction Management teams with any potential cost or schedule changes presented by suppliers
- Develop and lead module, inverter, and Battery Storage strategic procurement efforts and participate in project-specific equipment selection based on technical and commercial selection criteria
- Work closely with Director of Finance & Accounting to assist in the management of core Accounting disciplines: Accounts Payable/Receivable, Financial Reporting, Financial Data Entry, track and manage sales commissions, project incentives, sub-contracts, and coordination of vendor contracts and payments

- Work collaboratively with other departments using Accounting Software systems
- System upgrade scheduling, procurement, warranty returns and credits

### **Skills and Experience**

- B.A. or B.S. required
- 4+ years of Accounting experience required
- 4+ years of Procurement management experience
- Excellent verbal and written communication skills
- Solar and/or Energy construction industry experience highly preferred.
- Knowledge or familiarity with both residential and construction industries highly preferred.
- Works in a professional manner both in the office and when needed in the field or at manufacturer/distributor locations and when in communications with clients, vendors and partners
- Highly ethical behavior and good judgment
- Digital Proficiency: must be able to use Microsoft Office, including: Word, Excel, and Outlook, and other Accounting and Inventory software programs
- Understanding of financial models and management of budgeting cash flow preferred
- Familiarity with Structured Finance or Solar Finance models is a plus

### **SolarCraft Compensation:**

- Competitive pay, 9 paid holidays, + paid time-off benefits
- Health insurance with company subsidy
- Employee Stock Ownership Plan participation and 401(k)
- On-the-job training and education in solar energy
- We are a certified Green Business, consistently ranked as one of the best places to work in the North Bay

*Sends Resume & cover letter to: [jobs@solarcraft.com](mailto:jobs@solarcraft.com)*