



Job Posting

Accounting and Contracts Administrative Assistant

JOB SUMMARY

Overall administrative assistant with a primary focus on supporting contracts management and basic bookkeeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Data entry in QuickBooks.
- Prepare and submit invoices.
- Receive and process cash receipts.
- Administer and oversee A/R and A/P.
- Perform administrative duties relating to overall office management.
- Oversee the preparation and revision of contracts that involve the purchase and sale of goods and services.
- Oversee proposal planning and administration of contracts.
- Track authorizations and correspondence.
- Maintain detailed and organized files.
- Prepare contract change notices, monitor contractor performance, including the reporting and status of contractor and owner deliverables.
- Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.
- Prepare and disseminate information to appropriate employees regarding contract status, facilitate contractor meetings.
- Perform closing activities as needed.
- Track payments and deadlines.
- Provide contract summaries and ensure contract execution in accordance with company policy.

5/31/2015

To find out more about these postings, contact the New Energy Equity Human Resources Department by e-mailing: info@newenergyequity.com

705 Melvin Avenue | Suite 100 | Annapolis, MD 21401
Main number: 443-267-5012
www.newenergyequity.com



QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong organizational skills.
- Goal oriented.
- Experience with non-disclosure agreements.
- Experience with commercial contracts.
- Experience in working with sales, accounting, and project management teams.
- Computer skills including MS Office, Outlook, Excel, Word, and PowerPoint.
- Experience with QuickBooks desired.
- Associates degree level or higher, or commensurate work experience
- Strong written and oral communication skills.
- Self-starter, and naturally motivated to work hard and accomplish goals.

WHO WE ARE

As an end-to-end project team with experience handling all aspects of the development process, New Energy Equity completes all transactional activities such as financing, legal contracts, production modeling, engineering, permits, and construction management of solar projects. As a fast growing privately owned company, New Energy Equity prides itself on being innovative, professional, and customer focused - completing solar projects on time and on budget every time. Join our team today, and enjoy the rewards of an exceptional work environment.

New Energy Equity LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

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