

**STAFF ACCOUNTANT**

**Location:** Hammond, Indiana (Hybrid)

**Primary Energy** is currentlyseeking a full-time **Staff Accountant** who will play a hands-on role in all aspects of accounting and financial reporting while also gaining a higher-level understanding and technical GAAP knowledge. Our opportunity is not just working with journal entries as this role will have exposure to Auditors, General Managers, and the Executive Leadership team. We are seeking an individual who has a passion for identifying efficiencies and process improvements. Conveniently located in Hammond, Indiana, this rewarding opportunity will allow you to play a vital role in supporting our financial operations while ensuring accuracy and strong internal controls. We are an engaging, collaborative team committed to sharing our passion and experience. In support of our commitment to excellence and our dedicated team members, we are pleased to offer a comprehensive compensation and benefits package that includes:

* **Competitive salary** and performance-based **bonus**
* **Hybrid** work schedule
* **Generous time off** including 15 days of Paid Time Off and 12 Paid Holidays
* 401k match up to 7%
* Blue Cross Blue Shield (**Minimal employee contribution**)
* Dental, Vision (100% Employer Paid)
* And more!

If you have a passion for numbers, offer innovative solutions, and thrive in an entrepreneurial environment that values your expertise, then we would like to speak with you!

**PRIMARY ENERGY OVERVIEW**

We are Primary Energy, a leader in energy recycling since 1992. Primary Energy owns, operates, clean and efficient energy projects on or near our industrial customers’ sites. These projects are critical to facility operations and provide significant benefits including both increased cost efficiency and dependable energy streams while reducing emissions. Our mission is to be the top performing waste heat energy producing facilities in North America and committed to diversity, equity, and inclusion. Our value of “Stronger as a team that works together” emphasizes the importance of diverse voices to deliver awesome results for our customers and fulfills our mission of powering prosperity for all. To learn more, please visit us at <https://www.primaryenergy.com/primary-energy/>

**POSITION SUMMARY**

Reporting to the Senior Accounting Manager, the Staff Accountant is responsible for assisting with the completion of the monthly general ledger accounting, closing activity, and financial reporting of the operating entities and supporting holding companies. In addition to these responsibilities, the Staff Accountant will have backup responsibilities for the daily operation of the accounts payable function.

**DUTIES & RESPONSIBILITIES**

o Preparation of monthly journal entries and supporting documentation for monthly closing:

* + Analysis of GL activity and accounting variances and preparation of account reconciliations.
	+ Assist with preparation of monthly/quarterly financial statements including the income statement, balance sheet, statement of equity and statement of cash flows as needed.
	+ Interact with internal and external auditors.
	+ Administer existing accounting policies and procedures to ensure internal control over financial reporting while monitoring effectiveness of controls.

o Completion of monthly Revenue billing.

o Participation in the completion and administration of the Company’s internal control processes.

o Assigned to non-recurring financial/accounting related special projects.

o Maintain systems, procedures, and policies; including accounts payable function and billing function to ensure adherence to company guidelines and financial controls requirements.

o Review all invoices for appropriate documentation and approval prior to payment.

o Coordinate electronic payment of invoices and other financial obligations.

o Forecasting of cash payment requirements.

o Preparation of annual 1099 forms, state sales and use tax reports.

o Facilitate vendor’s credit qualification.

o Assist with workers’ compensation records relative to contractors and manage audits as they arise.

**SKILLS**

o Experience working with accounting systems; Great Plains desired.

o Proficient in MS Office Suite including PowerPoint and Excel.

o Excellent personal computer and business solutions software skills.

o Outstanding interpersonal skills for interacting with accounts, internal and external clients, vendors, and upper management.

o Effective analytical and problem-solving skills.

o Exceptional communication skills to educate internal clients on accounting principles and processes relative to AP and revenue activity.

o Outstanding planning, organizational, and time management skills to balance and prioritize work.

**EDUCATION AND WORK EXPERIENCE REQUIREMENTS**

o Bachelor’s degree in Accounting or Finance.

o 2+ years of accounting experience.

o Payables experience is highly desirable, but not required.

Interested individuals, please submit your resume by clicking <https://primaryenergy.recruitpro.com/jobs/285689-58517.html>

Primary Energy requires a successful pass of a criminal background check and drug screening for all new hires.

Primary Energy is an equal opportunity employer.

Key Words: Accounting, ACCG, Acct, Finance, Staff Acct, FIN, Staff Accountant II, Junior Accountant, Junior Acct