Lyme Green Heat, Inc., a locally owned, dynamic, renewable energy company located in Lyme, NH is looking for an experienced Bookkeeper to assist in managing our day-to-day accounting and finance requirements.

Key Responsibilities:

• Manage Accounts Payable and Receivable
• Prepare checks, ACH debits/payments and bank deposits
• Maintain complete filing system to support financial records
• Allocate and post financial transaction details to subsidiary books
• Reconcile and balance all accounts
• Monthly, Quarterly and Yearly audits and reporting
• Human Resource Compliance and Office Operations

Qualifications:

• QuickBooks Online Proficiency.
• Adept at learning learn new software and working knowledge of office IT systems
• Excellent organizational skills and ability to perform tasks with a high degree of accuracy and confidentiality.
• Organized with the ability to prioritize tasks and work independently
• Bachelor’s Degree in relevant field or equivalent combination of education and experience
• Excellent customer relations and communication.

If the idea of working for a small, local, growing, renewable energy company excites you, we want to talk to you.