



Bookkeeper

Certasun is the #1-rated residential solar company in Illinois. We have an outstanding reputation for our consultative sales experience, ethics, workmanship, and equipment.

We're hiring a part-time bookkeeper (20 hours per week) to help us maintain accurate records and efficiently run the business.

Candidates should reside in the Chicago area. Working from home is possible, but candidates should expect to work from our headquarters in Buffalo Grove several days per week initially.

Responsibilities

- Enter and classify new invoices in accounts payable system
- Record and deposit checks received
- Classify incoming bank and credit card transactions
- Assist with payroll: review time sheets, ensure accurate coding for time off and reimbursements
- Update records for Illinois solar incentives and related payments from utilities and to customers
- File manufacturer rebate applications
- Onboard new employees: collect employee forms, register for benefits, grant appropriate systems access
- Assist with other monthly, quarterly, or annual accounting or HR-related projects

Desired Qualifications

- Attention to detail; willingness to accurately follow established processes
- Previous experience in accounting or similar fields
- Previous experience with QuickBooks Online, Bill.com, Salesforce, and Microsoft Excel
- Willing to work in our Buffalo Grove office a few days per week, especially for the first few months
- Up-to-date COVID vaccination

Compensation

- \$25 / hr or commensurate with experience

To Apply

- Please send cover letter and resume to hr@certasun.com with subject "Bookkeeper"