

## **Accounting & Operations Clerk Job Description NuGen Capital Management, LLC**

**Department:** Finance and Internal Operations

**Reports To:** Finance & Operations Manager

**FLSA Status:** Non-Exempt

NuGen is seeking an entry level Accounting & Operations Clerk to join our entrepreneurial team. The Accounting & Operations Clerk would play a critical role in supporting the financial operations of NuGen by performing a range of administrative and clerical tasks related to finance, accounting and operational support across the platform. This position requires strong attention to detail, organizational skills, and a basic understanding of financial principles and procedures. The Accounting & Operations Clerk will work closely with the Finance & Operations Manager to ensure accurate financial record-keeping and timely processing of financial transactions.

### **Financial Responsibilities**

- Maintain accurate accounting records for our renewable energy and investment entity portfolios
- Support and complete Accounts Payable & Accounts Receivable functions as directed by the Manager
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Enter weekly customer checks and GL posting
- Maintain purchase orders as well as reconcile vendor statements
- Support Finance & Operations Manager with Month-End and Year-End closing, Annual Audit, and tax preparation
- Research, track, and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Maintain filing system to include printed and electronic documents
- Generate customer invoices and distribute them on a monthly basis
- Collect W-9 forms for all vendor services and assists with end-of-year 1099 documents
- Manage and update a comprehensive financial management calendar to align with required deadlines
- Complete inputs to bookkeeping platform
- Download and save all financial statements, including but not limited to bank and credit card statements
- Audit employee credit card receipts for documentation compliance
- Perform other related duties as assigned



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### **Internal Operations Responsibilities**

- Open and distribute incoming physical and electronic mail on a daily basis
- Answer phone calls, take messages, support scheduling and set up conference lines, as needed, for team members
- Prepare requested forms in accordance with company procedures
- Develop and maintain good customer and partner relationships, gaining all parties confidence, respect, and trust to support the NuGen mission
- Maintain an adequate office supply inventory and requisition additional items, as needed
- Manage travel arrangements, and accommodations for senior management, as needed
- Complete research and data entry projects, as assigned
- Perform other related duties as assigned

### **Skills**

Organization	Takes Direction
Problem-solving Skills	Adaptable
Oral Communication Skills	Time Management Skills
Written Communication Skills	Computer Literacy
Telephone Etiquette	Keyboard Skills
Proofreading Skills	Attention to Detail and Accuracy
Customer Service	Fluent in basic software programs (Word, Excel, Powerpoint, Outlook)
Professionalism	Proficient in Accounting software (QuickBooks)
Filing	Strong Interpersonal Skills
Work both independently and as a part of a team	Reliable
Self-Starter	Responsible
Strong Work Ethic	Solid understanding of basic accounting principles
Project Management	

### **Required Qualifications**

- High school diploma or general education degree (GED) required
- 1-3 years of accounting experience or an equivalent combination of education, training, and experience

### **Preferred Qualifications**

- Familiarity with renewable energy concepts and industry-specific accounting practices