



Job Title: Accounts Payable/Accounting Specialist  
Reports to: CFO  
Location: Oak Brook, Illinois  
Status: Part-Time  
Days to work: Tuesdays and Wednesdays

### **Primary Energy Overview**

Primary Energy is an independent, industrial energy provider of electricity, steam, and hot water that focuses on building, owning and operating inside the fence industrial energy facilities under long term contracts. Our expertise is the effective utilization of byproduct fuels that would otherwise be flared or capturing waste heat and converting it into useful electricity and thermal products in highly efficiency and reliable energy facilities. Thoughtfully conceived industrial energy projects enhance the long-term financial health of our host mills, provides sustainable, low cost, reliable and environmentally clean sources of energy. Our goal is to be the lowest cost, highest value 3<sup>rd</sup> party energy provider for the industrial energy marketplace while making a reasonable return on our investment.

### **Position Summary**

The Accounts Payable/Accounting Specialist will manage the daily operations and strategic objectives of the Company's accounts payable and receivable cycle through design, implementation, maintenance and management of all accounts payable and receivable business functions and procedures.

### **Education and Skills**

- Bachelor's degree in business administration, accounting, or finance, or equivalent experience
- Five to Seven years of account payables, accounting or bookkeeping experience
- One or more years of leadership experience
- Experience working with accounting systems and Great Plains software
- Strong personal computer and business solutions software skills
- Strong interpersonal skills for interacting accountants, clients, and upper management
- Good communication skills for communicating with support personnel and management
- Strong analytical and problem-solving skills
- Good presentation skills for educating internal clients on accounting principles
- Good planning and organizational skills to balance and prioritize work

### **Job Responsibilities:**

- Develops, implements and maintains systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines and financial controls requirements.
- Participation input to the month end close of financial records and posting of month end information to help ensure accuracy of financial statements.



- Periodic review of procedures and documentation to ensure compliance with financial controls requirements
- Ensures timely payments of vendor invoices and expenses
- Review all invoices for appropriate documentation and approval prior to payment
- Prints and obtains signatures on accounts payable checks
- Provides assistance to project managers and operations staff related processing and payment of invoices and payment records. Overseeing customer billing and cash receipts processing.
- Proper recording and application of cash, management of outstanding invoices, and direct interfacing with customers on collection matters and dispute resolution.
- Ability to generate payment of invoices and other financial obligations via electronic payment or manual checks
- Assure proper and timely filing of payment and invoice related records
- Facilitate vendor's credit qualification of the Company
- Manage workers' compensation records relative to contractors
- Prepares 1099's for year end
- Prepare state sales and use tax reports