



JOB DESCRIPTION

Company Summary:

Clenergy (www.clenergy.com) is a high-tech company which specializes in solar power station solutions (project business; development, investment and EPC) and ancillary products. Clenergy was founded in 2007. Headquartered in Xiamen, Clenergy has two factories in Xiamen and Tianjin. With its genesis in Australia and footprint across the world, Clenergy has grown to a passionate, globally renowned renewable energy company with six main offices overseas. Clenergy is an equal opportunity employer.

Job Title: Senior Project Accountant/Accounting Manager, Global Project Business
Reports to: General Manager – Global Project Business
Location: Melbourne, Australia

Position Summary:

Clenergy is seeking an experienced Senior Project Accountant to undertake all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation. The ideal candidate will be a confident and proactive person with strong experience in all accounting operation aspects and administrative work. Experience in the solar industry / energy field is preferred.

Primary Responsibilities:

- Manage all accounting operations and support administration, as required.
- Perform monthly, quarterly and yearly closing, conducting account reconciliations and analysis as required.
- Prepare budget and monthly forecasts.
- Complete new project set-up and maintenance in the accounting system.
- Monitor project cost and cash flow against budget.
- Prepare and publish timely monthly financial statements.
- Coordinate the preparation of regulatory reporting.
- Ensure quality control over financial transactions and financial reporting.
- Manage and comply with local, state, and federal government reporting requirements and tax filings.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Assist in preparing annual audited financial statements.
- Review bank reconciliations, loan schedules, management fees, etc.
- Preparation (or review), analysis and true-ups of corporate allocation and recoveries.
- Special projects as required.

Required Qualifications, Experience and Skills:

- Bachelor's degree in accounting, finance or business administration
- 5+ years of overall combined accounting and finance experience in in property development or construction industry; Big 4 or global accounting firm experience is a plus.
- A recognized accounting designation (CA, CPA or CMA) preferred
- Thorough knowledge of accounting principles and procedures (e.g. IFRS)
- Sound capability in forecasting and budgeting, and creating financial statements, familiar with US listed companies and knowledge of US GAAP is a plus
- Excellent applications software expertise and administration skills
- Fluency in English required; further language skills would be advantageous
- Excellent communication and interpersonal skills.
- Energetic, positive and can-do attitude and ability to work well under pressure and meet strict deadlines.
- Meticulous attention to detail and accuracy in work product.
- PR visa or Australian Citizenship.

Working Conditions:

Primarily in an office environment. Will be expected to travel as needed to other places or as directed.

Note:

The company reserves the right to change the duties and responsibilities of this position at its own discretion.

Compensation and Benefits:

Clenergy offers a competitive salary plus fully comprehensive benefits and performance bonus package based on an annual objective achievement. This is a contract position with fulltime Option.