



Albireo Energy

Albireo Energy is a national building automation, energy services, and electrical power monitoring system provider. Their solutions and services help building owners and managers improve efficiency and reduce operational costs while improving comfort for tenants. With almost 250 professionals and access to industry-leading technologies from Schneider Electric, Johnson Controls, Delta Controls, and Distech, Albireo Energy provides superior services and solutions to data centers, healthcare, biosciences, government and commercial real estate. www.albireoenergy.com

Manager, Accounting & Administration

Title: Manager, Accounting & Administration

Location: Newark, DE and Crofton, MD

Reporting Manager: Corporate Controller

The Manager – Accounting & Administration will report to the Albireo Corporate Controller and will ensure accounting, local human resources, and other administrative tasks are executed in an accurate and timely fashion for our Newark and Crofton sites.

Responsibilities:

A key member of the Albireo team, the Manager - Accounting & Administration will be responsible for:

- Ensuring accurate and timely financial information is provided to Albireo Corporate and local Management,
- Ensure transaction processing systems are properly maintained, proper authorization controls are followed, and accurate data is entered into the Microsoft Dynamics AX ERP system.
- Albireo Contact point for HR and benefit questions and inquiries from local employees at the Newark, DE and Crofton, MD sites.

Qualifications:

- Undergraduate degree in business with emphasis in Accounting required.
- Minimum of 8 years accounting work experience, with several years working in the commercial construction industry strongly preferred.
- Must be comfortable in working within a small staff, and wear many hats when the need arises.



- Must be able to supervise up to 5 staff and get the most of their abilities.
- Must be very familiar with construction accounting practices such as percentage of completion accounting, ECAC processes, and the ability to analyze revenue recognition results.
- Experienced in working with ERP systems including Data Basics Sampro construction contracting system and Microsoft Dynamics AX ERP – highly desirable.
- CPA and or CMA professional certification or progress towards attaining, preferred but not required.
- Proven track record of adding value to businesses beyond a “number crunching” role. Information technology experience, particularly within an ERP environment preferred.
- A fierce desire to succeed, set and attain tough goals, and the ability to build enthusiasm within others in the organization.

Key Accountabilities:

- Must be a doer and thinker, tactical and strategic. Be willing to roll up your sleeves and dig into reconciliations one day, and make a presentation to the Board of Directors the next.
- Provide monthly financials for Newark and Crofton sites in accordance with Albireo reporting standards.
- Responsible for ad hoc reporting including in-depth analysis of sales, cost of sales, and operating expenses. Assists in providing useful information to senior management to drive the business to achieve goals.
- Maintain sound accounting and financial practices and procedures and strive to present, accurate, factual reports across Albireo.
- Understand the benefit programs in place at Albireo at a detailed level in order to respond to employee questions as they arise.
- Help design Albireo’s benefit plans in concert with the Director of HR and other Managers.
- Be the contact person and leader of Albireo’s Annual Benefit Open Enrollment process for the Newark and Crofton sites.
- Be the contact person for Newark and Crofton employees on employee benefit and payroll questions.
- Handle other administrative duties as needed.
- Adjust and adapt as circumstances change. Be comfortable in a rapidly growing company.
- Other duties and projects as assigned.



Position Parameters:

- Based at the Albireo Energy offices in Newark, DE
- Travel to Crofton, MD office and possibly other Albireo offices as needed, but not likely more than 25%.

Interested candidates can send resumes to careers@albireoenergy.com.