



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, Tridium and Alerton, 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

Reporting Manager: Corporate Controller

The Manager – Accounting & Administration will report to the Albireo Corporate Controller and will ensure all accounting, finance, and other administrative functions are executed in an accurate and timely fashion for our Newark, Delaware and Crofton, Maryland sites.

Responsibilities:

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

- Preparing GAAP-compliant financial statements and ensuring an accurate and timely month-end close process.
- Providing meaningful financial information and analysis to Albireo Corporate and local Management.
- Supporting annual budgeting and ongoing forecasting activities and variance analysis.
- Ensuring transaction processing systems are properly maintained, proper authorization controls are followed, and accurate data is entered into the local ERP system.
- Assisting in development and implementation of new procedures, including implementation of new ERP system, to improve performance and controls within the local accounting department.

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, train, and coach up to 3 team members.
- 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, both 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.
- 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 between Newark, DE and Crofton, MD offices and possibly other Albireo offices as needed, but not likely more than 25%.

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