



Energy Federation, Inc., a leader in the energy efficiency field, has the following position open:

Finance Department Staff - Level 1

Duties of the position:

- ? Execute daily auto-invoicing
- ? Process payments
- ? Generate and expedite invoicing as necessary
- ? Work with Sales and Shipping departments to resolve billing issues
- ? Assist with special projects as needed

Candidates should possess the following qualifications:

- ? Excellent attention to detail and organizational skills
- ? Minimum of one year accounting/bookkeeping experience
- ? Invoicing or Accounts Payable experience a plus
- ? Solid basic math skills
- ? Proficiency with Microsoft Word and Excel
- ? Ability to work independently as well as in a team environment
- ? Good written and verbal communication skills

Energy Federation, Inc offers an outstanding benefit package including medical, dental, disability, life insurance and 401k. This is an excellent opportunity to grow with a leader in the dynamic field of energy efficiency.

Energy Federation, Inc. is an equal opportunity employer.

Please mail/fax/email resume to:

Human Resources
Energy Federation, Inc
40 Washington Street, Suite 2000
Westborough, MA 01581
Fax: 508-898-9824
Email: jobs@efi.org

(No agencies please)