



Accountant

Reports to: CFO

Department: Finance

Salary Range: \$40 - \$47 per hour

Employment: Part time

Type: Permanent

Status: Non-Exempt

About Ampt

Ampt was founded in 2007 with a mission to improve PV power generation and lower the cost of renewable energy. With award-winning power conversion and communication technology, Ampt is now the global leader for large-scale PV systems in its product category which is one of the fastest growing segments of the solar market. We are fundamentally improving the way PV and Energy Storage systems are designed and managed through the development and application of innovative technology. Together, with our partners, we are broadening the market for clean and renewable energy.

Ampt's growth and success is due to the talent and dedication of our team. We have a shared vision for the future of clean energy technology. We believe in developing strong relationships with our customers and industry partners. We are committed to each other and enjoy working together to make a difference. Learn more about our Core Values.

Ampt is headquartered in Fort Collins, Colorado and has sales, engineering, and customer support locations in North America, South America, Europe, Asia, and Australia.

Position Summary

Ampt is seeking a part-time Accountant to perform weekly, monthly, and annual financial activities including accounts payable, receivables, payroll, month end close and lead the annual financial audit. This critical resource will prepare financial statements, while ensuring accuracy, timeliness, and compliance. Ampt is seeking a flexible individual for this part-time role as anticipated hours can vary between 15 and 25 per week. In return, Ampt will provide the right candidate flexibility to set working hours in a hybrid office and remote environment. This is the only accounting role within the Company and could lead to a full-time role within 12 to 18 months as the Company continues to grow.

Essential Job Functions (Roles and Responsibilities)

1. Weekly Accounts Payable – enter vendor invoices, propose and schedule weekly payment runs, and record details into the Company’s SAP Business One ERP system. Prepare monthly use tax returns and annual 1099s.
2. Accounts Receivable – convert deliveries into customer invoices, record customer payments, and prepare periodic sales tax returns.
3. Expense Reporting – process Company expense reports through it’s bank portal, schedule employee reimbursements, and perform credit card reconciliations
4. Process semi-monthly payroll through ADP, including recording journal entries for payroll and benefits into SAP.
5. Month-end Close – make journal entries, reconcile accounts, and close books monthly for US entity. Provide guidance and any SAP support to external accountants for the Ampt Japan legal entity. Consolidate multiple legal entities within SAP.
6. Management Reporting – assist CFO with monthly management reporting and cash flow forecasting
7. Audit – primary contact for interim audit (usually in November) and final audit (usually in March). Prepare audit schedules, documentation and reconciliations for auditors. Manage tasks, questions, and answers with audit team. Prepare annual schedules for external tax preparation.

Essential Job Requirements

Education:

Bachelor’s degree in accounting with a minimum of 5 years of accounting experience.

Required Skills:

- Proficiency in accounting software and ERP systems
- Advanced Microsoft Excel and Office skills
- Strong attention to detail
- Problem solving skills
- Ability to analyze complex financial data and provide recommendations
- Wants to be part of a team and drive Ampt’s success
- Customer focused

Preferred Skills:

- SAP Business One, or other SAP experience

- ADP experience
- CPA license
- ERP implementation experience
- HubSpot experience