



Administrative and Accounting Professional, Denver

Ambient Energy is seeking an Administrative and Accounting Professional to support the daily office and accounting activities for our Denver and San Francisco offices. The position is based from our headquarters in Denver and is an interesting hybrid of a few operational functions that support our small, yet, busy firm. If you fit this job description, consider applying today!

- **Motivated**....by Ambient Energy's vision to improve the social and environmental impact of buildings. Must have a willingness to take on a variety of tasks, small and large, with a can-do attitude and sustainable approach.
- **Innovative**....identifying continual improvements that save time, energy, and help our office run smoothly!
- **Technical**....skilled and able to quickly master a variety of administrative duties and accounting functions. Experience and skills in various Office 365 programs and their application is a plus.
- **Organized**.... is extremely detailed oriented, organized, and great at multi-tasking.

Requirements

- Associate's Degree preferred in Business, Communications, Finance, or Accounting. High School Diploma accepted when accompanied by at least 3-5 years relevant work experience.
- 3 years minimum of professional experience working in an administrative role with demonstrated knowledge of accounting basics such as invoicing and AP/AR
- Expert knowledge of Microsoft Office (Word, Excel, Outlook). Knowledge of additional Microsoft 365 products a plus.
- Enjoys research and finding leads
- Strong commitment to promoting company wellness and sustainability in both initiatives and daily practice

Salary Range

This is a full-time, 40 hour per week position with a starting salary of +\-\$40,000 depending on experience level. Ambient Energy offers insurance benefits, paid time off, paid holiday, paid volunteer time, personal development budget, 401K match, and more to our full-time employees.