



Accounting Associate

We are seeking a detail-oriented **Accounting Associate** to support accounts receivable, cash management, and general accounting functions. This role is essential to maintaining accurate financial records, managing customer payments, performing account reconciliations, supporting month-end close activities, and assisting with biomass fuel inventory accounting operations. The ideal candidate is organized, dependable, and enjoys working in a collaborative environment where accuracy, accountability, and customer service are highly valued.

Key Responsibilities

- Manage accounts receivable activities, including invoicing, payment processing, deposits, and account maintenance.
- Support cash management functions, including monitoring bank activity, preparing bank transactions, and assisting with treasury-related activities.
- Prepare and file sales and use tax returns and assist with other regulatory reporting requirements.
- Maintain service agreements, insurance certificates, and vendor records.
- Develop and maintain spreadsheets and tracking tools for reconciliations, reporting, and operational analysis.
- Provide support for fuel inventory accounting.
- Assist with fuel and ash inventory reporting and other operational accounting processes.
- Prepare journal entries, reconcile balance sheet accounts, and support month-end and year-end financial reporting activities.
- Ensure compliance with company policies, procedures, and internal controls.

Qualifications

- Associate degree in Accounting, Business, or a related field preferred.
- Experience in accounts receivable, cash management, bookkeeping, or general accounting.
- Knowledge of reconciliations, journal entries, and financial recordkeeping.
- Experience with accounting software and Microsoft Excel.
- Ability to manage multiple priorities and meet deadlines.
- Strong attention to detail, organizational skills, and problem-solving abilities.
- Excellent communication skills and a collaborative, team-oriented mindset.

Why Join Us?

At Shasta-SRM, you'll be part of a team that supports sustainable resource management and renewable energy operations. This position offers the opportunity to develop a broad accounting skillset and work closely with management. Hourly rate of pay: \$25.00 - \$30.00

Shasta- Sustainable Resource Management offers competitive wages, health benefits and 401K.

Applications will be accepted until the position is filled, at

Shasta – Sustainable Resource Management, 20811 Industry Rd. Anderson, Ca 96007

www.srm-energy.com 530-623-5561 staylor@trlcmill.com

Shasta – Sustainable Resource Management is committed to EOE/AE.