

ACCEPTING APPLICATIONS FOR:

BOOKKEEPER

Job Req: 15

(Email applications to resumes@frontierassoc.com)

Email applications must include the Job Requisition FRONT 15 in the subject line to avoid relegation to our junk email folder. Frontier will not be held responsible for submittals that do not include this designation.

Email applications accepted only, no phone calls or site visits.

About Frontier

Established in 1999, Frontier has emerged nationally as an important consultant to the electric and gas industry in the area of energy efficiency and demand side management.

Frontier Associates provides consulting assistance in the following areas:

- Energy Efficiency and Renewable Energy Programs
- Energy Pricing and Resource Planning
- Market Research

Job Description

Frontier is seeking a full time experienced, detail oriented, reliable highly motivated bookkeeper. Responsibilities will include, but are not limited to:

- Accounts payable,
- Accounts receivable,
- Account reconciliation
- Payroll(2x month)/timesheets for over 30 employees
- Preparation of state and federal reports
- Tax deposits
- Preparation of client invoices
- Employee expense report processing
- Electronic payments to various agencies
- Insurance/Benefits

Qualifications

3-5 years accounting experience (*college degree preferred*)

Must be proficient in Quick Books, MS Office and Excel

Payroll processing experience

Detail oriented, organized and accurate

Good communicator

Flexible and able to work independently

Benefits

Frontier provides a flexible work environment, competitive compensation, and great benefits (including a retirement plan).

Location:

Austin, TX 78746