



Office Manager/Bookkeeper

Location: Boston, Massachusetts

Job Description

Support a rapidly growing company as its office manager and bookkeeper. Your responsibilities will include 1) Bookkeeping, including billing and accounts payable, 2) General office management and facilities oversight, and 3) Administrative support for staff.

About the Company

WegoWise is a startup company offering a web-based utility informatics platform. Our software automatically tracks a residential building's utility consumption, adjusts for climate and construction variations, provides performance benchmarks, identifies areas of improvement, and estimates savings from building upgrades. Our customers consist of property owners, property managers, utility companies, utility regulators, auditors, municipalities, and financial intermediaries serving housing markets. We are an innovative, entrepreneurial organization that values high performance, initiative, and hard work. Management and staff are committed to financial success but also to social benefits by improving environmental performance in residential housing markets.

The company is in a high growth phase and this is an exciting opportunity to become involved with a start-up on the ground floor. We are seeking someone who works well in a team, can adapt to changing systems and workloads, is creative and flexible, and can thrive in a fast-paced entrepreneurial environment.

Requirements

- At least 2 years administrative and accounting experience
- Strong skills in QuickBooks and Microsoft suite of productivity tools
- Some experience with website design and graphics programs desirable
- Strong project management skills
- Strong oral and written communications skills
- Be highly organized, self-directed, and someone who easily learns and adapts to new systems and evolving project needs and is motivated to contribute to the growth of a start-up company

Salary

Salary is commensurate with experience. Position provides excellent benefits and vacation. We prefer a full-time hire but flexible hours are available, and part-time hours a possibility.

Interested candidates should contact us at jobs@wegowise.com