



SOLWEL CORPORATION

Add: 4683 Chabot Drive, Suite 110 Pleasanton, CA 94588

Tel: +1 925-791-9661

Email: info@solwel.com

www.solwel.com

Solwel is a newly established solar system distributor headquartered in San Antonio, Texas. We are serving both residential and commercial market nationwide and international. Our mission is to drive down the total cost of solar energy equipment distribution and provide our customers the best value of the products with tier one quality. Solwel currently has the warehouses in CA, OR, NJ and TX.

We are currently seeking a bright, professional, and friendly candidate with excellent attention to detail and a proactive attitude to assist with day-to-day bookkeeping tasks and provide office operations support. This includes handling incoming guests and calls, management of office vendors and supplies, and bookkeeping activity. You will be working closely with all departments to ensure all things office related are running very smoothly and as such, will need to have a passion for continuous improvement and customer loyalty. If you are highly organized, excellent attention to detail, and accountable, please apply for this position today.

Essential Functions

- Handle day-to-day office operations including reception coverage and maintain office environment
- Work closely with all departments to ensure all things office related are running very smoothly
- Reconciling inventory receipts with manufacturer invoices
- Manage A/R & monitor customer accounts with terms
- Process A/P and communicate with vendors
- Prepare deposits and reconcile daily payments and bank statements
- Reconcile general ledger accounts
- Provide the limited supports for sales, operation, and HR
- Ensure all things office related are running very smoothly
- Review all travel expense reports and check all receipts
- Assist with a small packaging shipping labels and other special projects as requested

Requirements:

- Associate Degree in accounting or business administration preferred
- Experience with general ledger, A/R, A/P, collections, inventory control and other reporting functions
- Excellent time management, strong problem solving and excellent communication skills
- Ability to prioritize and multi-task is essential in order to meet deadlines
- Have a quality character possessing integrity and honesty while handling highly confidential information and financial transactions
- Have a passion for continuous improvement and customer loyalty
- Approach to work that is positive, solution-oriented, optimistic, and enthusiastic
- Prefer to have solar equipment distribution experience
- Experience with Quickbooks or Quickbooks Enterprise Solution



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- Proficient in Microsoft Office

TO APPLY: Please send resume and cover letter to be considered. employment@solwel.com

SOLWEL Corporation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, religion, national origin, marital status, disability, veteran status, genetic information, or any other protected class. All candidates must pass a background screening prior to a final offer of employment. This position is subject to a 90 day probationary period.