

Olympus Energy LLC (“Olympus”) is seeking a motivated team member for the full-time position of Accountant I for its Pittsburgh area office. This position will provide critical support in data organization and accounting. This role will report directly to Controller.

### **Core responsibilities**

- Accounts payable
  - Receive, review, code, and route invoices in the accounting system
  - Assist with managing the Accounts Payable email account
  - Collaborate internally among departments to resolve questions arising from the review of invoices
  - Communicate externally with vendors about the invoice submission process, payment status, updates to addresses and payment methods, and questions/concerns
- Journal entries and account reconciliations
  - Author journal entries for cash activity
  - Assist with other journal entries as requested
  - Assist with investigating general ledger and treasury activities
  - Prepare account reconciliations for cash and elsewhere, if requested
- Ad hoc projects
- Assist other members of the accounting team and business with special tasks

### **Job qualifications**

- Associate degree in the field of Accounting preferred
- 1-2 years of accounting experience preferred

Olympus is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, sexual orientation, religion, national origin, genetics, disability, age, or veteran status.

Interested candidates may submit resumes via email to [careers@olympusenergy.com](mailto:careers@olympusenergy.com). Resumes will be reviewed as received and candidate interviews will begin immediately. Olympus is not accepting resumes from staffing/search firms at this time. Please visit Olympus’s website at <http://www.olympusenergy.com> for more information.