

Company Description

Unison Solutions, Inc., an Employee-Owned Company (ESOP) is a U.S.-based manufacturing company specializing in the design and production of biogas conditioning and upgrading systems, including BioCNG membrane and Amine upgrading technologies. Located in Dubuque, Iowa, we manufacture, assemble, and factory test all our systems on-site. Our service team performs equipment start-up, commissioning, training, and ongoing maintenance. We excel in biogas purification, offering solutions for hydrogen sulfide and siloxane removal, CO2 removal, compression, moisture removal, and gas quality monitoring. Additionally, we provide gas analysis and replacement media services for any biogas systems.

Summary: The Accountant's primary focus will be billing and accounts receivable, with secondary support for accounts payable and payroll processing. This role ensures accuracy, timeliness, and internal control compliance across these core activities. This role will also support the company's ERP implementation by supporting user adoption and new system processes. The Accountant works closely with the CFO to keep transactional accounting running smoothly during a period of process and systems change.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Generate and issue customer invoices accurately and on time, including standard product shipments, milestone/progress billings on system orders, and change order billings
- Apply customer payments (checks, ACH, wire transfers, credit card) to the correct invoices and accounts in a timely manner
- Monitor accounts receivable aging and follow up with customers and/or project managers on past-due balances via phone and email
- Reconcile customer accounts and resolve billing discrepancies, short payments, and disputed invoices in coordination with sales and project management
- Support the preparation and distribution of AR aging reports, cash receipts summaries, and collection status updates to management
- Coordinate with the sales and operations teams to confirm shipment/delivery dates and billing triggers
- Assist with month-end close activities related to accounts receivable, including account reconciliations and accrual support
- Respond to customer inquiries regarding account balances, invoice copies, and statements
- Maintain compliance with company policies and internal controls related to billing and cash application
- Assist with annual financial statement review by providing documentation and support as requested
- Receive, review, and code vendor invoices for accuracy, proper approval, and appropriate GL account/cost center coding
- Match invoices to purchase orders and receiving documentation (three-way match) prior to payment
- Process payments to vendors and subcontractors via check, ACH, and wire transfer in accordance with payment terms
- Reconcile vendor statements and resolve discrepancies, short shipments, pricing differences, and duplicate billing issues

- Track and process invoices tied to material purchases, outside processing, and subcontractor work associated with system builds and projects
- Maintain organized and accurate vendor files, including W-9s, certificates of insurance, and vendor setup documentation
- Monitor AP aging and ensure invoices are paid within terms to maintain vendor relationships and take advantage of early payment discounts where applicable
- Respond to vendor inquiries regarding invoice and payment status
- Assist with new vendor setup, including tax ID verification and compliance documentation
- Support month-end close activities, including accrual of unbilled/unrecorded liabilities and AP account reconciliations
- Assist in tracking sales/use tax on vendor invoices for multi-state purchases as applicable
- Maintain compliance with internal controls and approval workflows related to purchasing and payables
- Assist with annual financial statement review by providing documentation and support as requested
- Support the end-to-end payroll cycle, from time entry validation within the company's ERP system through transmission of hours, PTO, and related payroll data to the company's third-party payroll processor.
- Ensure employee time and attendance data is accurate, properly coded, and reconciled before payroll transmission; serve as a point of contact between internal timekeeping records and the third-party payroll processor's payroll, tax filing, and compliance processes.
- Reconcile payroll registers to the general ledger; research and resolve payroll discrepancies.
- Serve as backup support for payroll processing, working under the direction of the Finance Manager.
- Serve as a key accounting-side resource on the ERP implementation team, representing AR/billing, AP, and payroll process needs.
- Support the mapping of current-state accounting workflows and identifying process changes needed for the new system.
- Support data migration efforts, including validating vendor, customer, and GL data for accuracy prior to go-live.
- Participate in system testing (UAT) for AR/billing, AP, and payroll modules, documenting issues and confirming fixes.
- Help develop training materials and guide accounting and cross-functional users on new ERP workflows; serve as a go-to resource during and after go-live.
- Submit payroll registers and AP payment runs to the Finance Manager for review and approval prior to release.
- Identify opportunities to streamline and standardize billing, AR, AP, and payroll processes, particularly as new ERP capabilities come online.
- Maintain and improve internal controls over cash disbursements, payroll processing, and revenue collection.
- Assist with month-end close tasks related to payroll accruals, AP accruals, and AR aging as needed.
- Uphold, support, and promote all company policies and procedures
- Perform all other tasks as required

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

- Associate's or Bachelor's degree in accounting, finance, or related field required
- 3+ years of accounting experience with direct responsibility for billing and accounts receivable; accounts payable experience preferred, and payroll exposure a plus.
- Experience in a manufacturing or construction environment is preferred.
- Proficiency with ERP/accounting systems (e.g., NetSuite, Sage, Epicor, Genius ERP, or similar) and Microsoft Excel
- High attention to detail and strong organizational skills; comfortable managing multiple deadline-driven processes at once.