



Retail Electricity Provider – Accounting/Administrative

Brilliant Energy, LLC is a fast- moving Retail Electricity Provider located in West Houston and is currently seeking a full time accounting and administrative assistant with general accounting and clerical skills to fulfill day-to-day duties.

Successful candidate must meet the following qualifications:

- One year accounting/clerical related experience; OR, any equivalent combination of experience from which comparable knowledge, skills and abilities have been achieved
- General accounting and administrative experience preferred
- Highly motivated, organized and detail-oriented
- Strong problem solving skills and the ability to utilize good judgment
- Ability to communicate effectively and efficiently, both written and verbally
- High ethical standards and professionalism are a must with an ability to maintain confidential and sensitive information
- Must be flexible to work based on business needs and the ability to manage multiple tasks and complete assignments on a timely basis

Duties and Responsibilities:

Process and reconcile a wide variety of accounting documents such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements, and journal vouchers; prepare and process documents to disburse funds, make deposits and prepare reports; compile and review information for accuracy; and maintain records; good number sense is a plus, as familiarity and general knowledge of computer technology

Salary: Commensurate with experience

How to apply: Interested candidates, please e-mail your Resume (in Word or PDF format), cover letter and salary expectations to Accountingjobs@brilliantenergy.com or fax to 713.789.5455.