



## ICAST Job Opportunity

### Position Title: ERP Accounting Coordinator

#### Reports to:

Director of Accounting

#### Company Description:

ICAST (International Center for Appropriate & Sustainable Technology) is a national non-profit organization working to address affordable housing, climate change and community development issues using clean, energy solutions. ICAST is focused on upgrading the efficiency of multifamily affordable housing.

#### Position Responsibility:

Responsible for overseeing the launch and ongoing operations of ICAST's new Acumatica ERP system and related applications that govern accounting, finance, operations and other departments

#### Key Responsibilities Include:

- Develop the requirements to establish and launch the new Acumatica ERP system to meet ICAST's accounting, construction management, and other dept. workflows and reporting needs
- Using the Acumatica system to manage A/R, A/P, Job Costing, Credit card accounting, Banking and all other accounting functions.
- Training other staff at ICAST to use the Acumatica system to manage their functions
- Ensure the availability, speed, security and scalability of ICAST's ERP system and related applications

#### Key Qualifications:

- Minimum 2-3 years of experience within construction industry using an ERP Double Entry Accounting System (Acumatica preferred but not required)
- Experience driving improvements to ERP systems
- Ability to handle long-term projects and urgent tasks seamlessly
- Ability to think critically and adapt quickly in a flexible environment
- Strong attention to detail
- Team player with an ability to work independently

#### To Apply:

Please email a cover letter and resume to [positions@icastusa.org](mailto:positions@icastusa.org) with the position you are applying for in the subject line.