**Company Description**

ClearSign Technologies Corporation (Nasdaq: CLIR) is an emerging leader in industrial combustion and sensing technologies that improve energy, operational efficiency, and safety while dramatically reducing emissions.

**General Duties**

* Execute month-end journal entries by gathering requisite data, creating/building coherent supporting schedules, and posting timely entries into the accounting system.
* Prepare and maintain month-end Balance Sheet reconciliations that compare sub-ledger support schedules to ending general ledger balances.
* Execute month-end fluctuation analysis by comparing actuals to budget and providing clear, logical explanations for unexpected variances.
* Act as external audit lead that performs the timely collection and coordination of audit records and relevant explanations.
* Assist management with the preparation and completion of 10-Q and 10-K workpapers and disclosure schedules.
* Supervise weekly supplier disbursements by ensuring timely submittals, reviewing pay-run documentation, and transmitting data to bank.
* Monitor customer collection efforts by regularly reviewing aged receivables reports to validate timely customer collections.
* Supervise bi-weekly payroll activities to ensure payroll data is transferred timely to third-party payroll administrator.
* Liaison with project managers to ensure job cost details are complete and accurate, by reviewing job cost budget reports and coordinating Q&A follow-up.
* Administer company credit card program via on-line administration tool, and monitoring Accounting specialist’s expense reports audits.

**Qualifications**

* 5-10 years accounting or audit experience with demonstrated increase in responsibilities; CPA preferred.
* Self-starter who can manage multiple projects simultaneously while communicating clearly to teammates and management existing priorities and expected deliverables
* Detail oriented team player who is comfortable communicating noted errors to management and teammates
* Literate in Microsoft Office products (Excel, Word, PowerPoint, Outlook & Teams)
* Basic understanding of accounting systems architecture that allows oneself to see the big picture when troubleshooting accounting questions.
* Bachelor’s degree in accounting or Finance from an accredited university.