



WEBCO HR, Inc.

Let Experience be Your Guide

BOOKKEEPER

Department: Administration

Prepared By: Wayne Bulato

FLSA Status: Non-Exempt

Reports to: Office Manager

Date Prepared: January 1, 2011

Wage Rate: Hourly Based on Experience

POSITION SUMMARY

This position provides administrative support to the General Manager ensuring cash is available for daily operations of the business.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Bookkeeping and general accounting tasks;
- Accounts receivable and invoicing;
- Accounts payable;
- Bank deposits;
- Reconciliations of bank accounts and credit cards;
- Enter and reconcile payroll information;
- Cut checks;
- Time Card Processing;
- Payroll Processing;
- Vendor & Supplies Administration;
- Administration of Rents from Properties;
- Processing of Utility Bills;
- Dealing with Bank and Mortgage Issues'
- New Property Set-up and System Maintenance;
- Labor Billing;
- Warrantee Administration;
- Generate the daily Management Reports for the President and the Office Manager;
- Assist with customer service as needed;
- Audit of supplier billing;
- Administration of finance and credit approval for clients;
- Administration of the Score Board for technicians;
- Report the numbers to Airtime;
- Collections;
- Assist in compiling numbers and information for the CPA;
- Compile year-end information;
- Supervise technicians with turning in of paperwork;
- Solve errors and issues with technicians and suppliers;

- Print payables report every Monday to be approved by the General Manager;
- Responsible for the credit card machine and the check scanner;
- Assist in cleaning the office;
- Process Service Club Payments;
- Month end reports;
- Assist with answering the telephone;
- Provide excellent customer service when dealing with clients;
- Assist with the development of the Annual Plan.

OTHER JOB REQUIREMENTS, SKILLS & ABILITIES

- Must have excellent written and verbal communication skills;
- Must have the ability to handle complex problems and issues as they arise;
- Must have the ability to work effectively in a fast pace working environment;
- Must have excellent organization skills and be detailed oriented;
- Must assist others as needed and directed by Desert Air Conditioning;

- Must complete other assignments and job duties as needed and as directed by Desert Air Conditioning;

- Perform all other tasks as directed by the Office Manager and/or the President.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job duties satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

EDUCATION & EXPERIENCE

- High School Diploma required;
- College coursework in accounting and/ or business management preferred;
- 2-5 years bookkeeping and accounting experience;
- 2-5 years automated payroll experience preferred;
- HVAC industry experience preferred;
- Experience with Successware software preferred;
- Must be familiar with Canyon National check deposit software;
- Must have a good working knowledge of all MS Office products.

PHYSICAL DEMANDS

Sitting for long periods of time at a desk operating basic office equipment including but not limited to:

- Computer terminal
- Telephones
- Cell phone
- Fax machine

Lifting of objects up to 50lbs.

WORK ENVIRONMENT

The majority of the work will be performed within an office environment. Incumbent may be required to work in a warehouse environment on some occasions.

WEBCO HR, Inc. is an Equal Opportunity Employer

[APPLY](#)