**Bookkeeper Job Description**

**Are You A Bookkeeper** **Who Wants To Work For A Thriving Company Where You Can Grow, Be Recognized, And Be Rewarded For Your Work?**

Stop Working At A Job That You Hate. Work With Friends In An Environment That Rewards You For Your Hard Work And Provides A life-long Career

*>>We Don't Want*To *Be A Pit Stop In Your Career*- *We Want*To *Be The last Job You'll Ever Have (Because You Can'tImagine Working Anywhere Else)<<*

**Every Day Is Amazing**  
You show up early for your shift because you can't wait to hang out with the other members of your team. {You'd NEVER do this at your old job but this is a tight-knit group and you love hanging out with them).  
*You work hard because everyone else on your team works hard too. You push yourself today, and every day, becaus\_*e you *\_know that growing in your own position ensures a career for life... and there's a ton of prizes to be won.*

*At the end of the day, you wrap up the last few tasks and hang out with your friends for a few minutes again before heading home. Or maybe some of you hang out in off-work hours.*

*As you drive home, you reflect that this place is unlike any other job you've had before, and you can'\_*t *\_wait to get back to this team again tomorrow.*

Does this sound like a place you'd like to spend your day?

If you're a clock-puncher who wants to do as little as possible then please stop reading this right now.

This is not for you.

But...

* If you work at a job you can barely tolerate...
* If you work at a job that doesn’t respect you...
* If you work at a job that fills you with dread the night before
* And if you want to wake up in the morning because you CAN'T WAIT to get to work to see your friends and to push yourself to be more successful, and even to make a lot of money...

Then we want to talk to you.

We're looking for team members who are starving to push themselves beyond their personal limits, to earn the money and recognition they deserve, and to have an amazing life-long career in an environment where you work with friends every day.

What's So Different Here?

**Our target is simple: to become THE place that every hungry superstar WANTS to work where they can and will achieve "rock legend" status.**

Here are just a few of the reasons that our team members LOVE working here...

* Make more money: we pay more than most
* Paid training
* Paid holidays and vacations (Paid time off starts after 90 days and grows from there)
* Incentive programs
* Amazing 401(k)
* Profit-Sharing Program
* Benefits, including: Medical/Dental/Vision and Life insurance

We have built the strongest team and culture you've ever seen, where team members are deeply motivated; we care about you and your hobbies and your family and your free time and make sure that can have that balance in your life to enjoy it all; we're constantly expanding and creating amazing new opportunities for you. **We want to help you dream big in your life and career... and we want to help you achieve it all.**

**Are You A Fit?**

**Never look for a job again because we're not a pit stop in your career**- **we're the last place you'll ever work!**

**If you're a hard-working professional with an inner drive to improve yourself and help others then you might be a fit for us.\***.**\*.**

Along with the job-specific qualifications (below) here are the qualities we're looking for in our perfect candidate:

* You work hard
* You love working with a team
* You love to serve others
* You love to challenge yourself and you want to learn, and even be cross-trained
* You understand the importance of serving others (your team members and our customers)
* You understand and are willing to follow our Core Values:

o *SafetyFirst For Our Family and Theirs*- *Think Twice, ActOnce*

o *Delivering WOW Through Service*- *E\_*x*\_ceeding Every Cus\_*tomer's Expectations\_

o *Demonstrate Highest Level of Integrity - Doing the Right Thing Even When No One is Watching*

o *GreatPlacetoWork-\_*All*\_forOneand* *One for All*

As an equal opportunity employer, candidates will receive consideration without discrimination against race, creed, color, sex, national origin, handicap status or veteran status.

JOB DESCRIPTION

**Bookkeeper**

**Summary:**

You will be part of a great team, that works together to provide excellent service for our community's HVAC needs. As a bookkeeper, you will work closely with all departments to stay on top of accounts payable and receivable. You will develop relationships with the employees and be responsible for payroll.

**Job Duties:**

***Work with the team:***You stay in contact with your supervisor and work closely with all team members. We value open communication, honesty and integrity. You will be responsible for occasional office support/administrative duties as well as bookkeeping responsibilities.

*Manage finances:*

* Review financial transactions for accuracy
* Input transactions into the correct ledger
* Reconcile bank and other accounts
* Pay vendors as they come due
* Complete required tax forms
* Make deposits and record all cash receipts
* Manage the office petty cash fund
* Process company payroll
* Contact customers for accounts receivable

**Job Requirements:**

***You're a tech-savvy people-person:***You can communicate confidently via phone, mobile device, text, and email; you can use the internet and our internal software to complete your work accurately.

***You can multi-task and have attention to detail:***You can complete your work accurately and effectively even when interrupted.

***You're flexible****:*What we do today may not be what we do tomorrow. We are always trying to grow and learn to be the best we can be.

***You're experienced****:*5+ years of bookkeeping experience is a must.

Work Remotely

* No

Job Type: Full-time

Salary: $25.00 - $35.00 per hour

Benefits:

* 401(k)
* 401(k) matching
* Dental insurance
* Disability insurance
* Health insurance
* Life insurance
* Paid time off
* Retirement plan
* Vision insurance

Physical setting:

* Office

Schedule:

* 8 hour shift
* Monday to Friday

Education:

* High school or equivalent (Preferred)

Experience:

* Bookkeeping: 5 years (Required)

Work Location: One location