



Bookkeeping Responsibilities

Accounts Receivable – post all payments, prepare all bank deposits, and deposit monies to bank accounts, create and send invoices from contracts/work orders. Review past dues with the operations manager. Make collection calls. Balance all checkbooks.

Accounts Payable – Enter non purchase order payables. Review all other payables. Balance vendor statements. Deal with vendors whenever there is incorrect pricing. Create checks for all payables.

Job costing – Job cost all installation jobs, maintenance agreements, and demand service to ensure profitability according to company profit per hour requirements. Notify GM of any variances.

Payroll – Create weekly payroll from timesheets (hourly) and for salaried employees. Pay all required taxes in the time they are due. Calculate commissions and service SPIFF's and pay these amounts when they are due.

Other Accounting – Create report for GM to review account balances, expected payables and receivables for the coming week. Enter monthly journal entries, and create Monthly Financial Statements. Oversee physical inventory count and reconciliation at least once per year.

- Creating purchase orders for materials, processing payables in Service Titan and Quickbooks batching to QB for future payment
- Processing bills and pulling together statements and bills for paying
- Invoicing all customer invoices for installation side
- Submitting payroll on Tuesdays
- Monthly balancing of bank statements and credit cards and paying
- Collections
- Monthly Financials
- Processing daily payment batches over to Quickbooks and creating deposits
- Manually accepting payments, exporting to QB and making scan deposit of checks
- Helping track warranty reimbursements, materials credits etc
- Customer refunds
- Insurance COI (**shared**)
- Inventory movements
- 1099 (Jan 31)
- Personal property taxes (March 1)
- Business Taxes (April 15)
- Pulling together information for IRS taxes

Desired qualities:

- Ability to work effectively in a fast-paced environment
- Open minded to cross-train other aspects of the heating and air business
- Willing and confident in ability to learn new software
- Neat and organized
- Strong attention to detail
- Proficient in QuickBooks, spreadsheets and other office software
- Experience in an office environment
- Excellent verbal and written communication skills

For all inquiries, please contact Max LaFrenier by email at max@precisionairtn.com, or call the office at (615) 834-3777 and ask for Maxwell.