



# ASSISTANT CONTROLLER / ACCOUNTING MANAGER

**HVAC Company – Las Vegas, NV**

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## **Job Description**

The principal duties of the position may be found below. These duties may not reflect all actual duties performed, as the company will make the necessary changes based on growth. The below duties can and will be considered the basic activities performed and are subject to change.

## **Responsibilities**

- Accounts Payable overview
- Review job account prior to submission to vendors
- Assist AP clerk reviewing all payables to ensure we have all invoices entered into QB within 5 days of receiving
- Assist A/P representative with any discrepancies with invoice when needed
- Apply credits from vendors to proper invoices
- Generate weekly AP reports
- Pay approved payables
- Reconcile credit card and bank accounts
- Accounts Receivable overview
- Assist, if necessary, A/R representative in entering billing into QB when necessary
- Ensure all required documentation is completed before submittal
- Ensure all billings are completed on due dates
- Assist in follow up with contractors for payment
- Record payments and apply joint checks, get new releases to submit to contractors.

- Review A/R Report prior to submission to owner
- Contract overview
- Process Job contracts
- Requisition of certificates with specifications based on contract
- Confirm per-liens are issued and received

## **Required Experience**

- Accounting: 3 years (Preferred)
- Microsoft Excel: 3 years (Preferred)

**Job Type:** Full-Time

**Pay:** \$26.00 – \$29.00 per hour

## **Benefits:**

- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

## **Schedule:**

- 8 hour shift
- Monday to Friday
- Overtime

## **Supplemental Pay:**

- Bonus pay

**COVID-19 considerations:** All outside visitors are limited and required to wear a mask at all times.