



Bookkeeper/Office Assistant

Full/Part-Time Available

Pay: \$17 - \$20 an hour depending on experience

We are a family owned and operated heating, air conditioning, and indoor air quality business located in the Celina/Prosper Texas area. At Custom Climates, we want our employees to feel they have a say in how we run our business and honestly believe that every person in our company has something extra valuable to add. If you hire the right people, the company will prosper, so we employ those who will make our customers feel well taken care of and create value for the company and its members. We hold meetings frequently to let every employee have the freedom to express what they feel could be better at the company, both in person and anonymously. We want them to feel a part of our family and be a part of our family and have fun in the process.

As the Bookkeeper/Office Assistant, you are a key member of the team and represent Custom Climates in supporting daily office and bookkeeping functions. You will perform various administrative and clerical tasks, including billing and collecting, data entry/analysis, answering phones, picking up materials as needed, office/storage organization, and handling company inquiries for a growing HVAC company.

You are self-motivated, energetic, multi-task capable, and enjoy helping people. You are driven to provide the highest level of customer service and satisfaction and can effectively manage various situations on a day-to-day basis. You are focused on achieving daily goals and keeping the office running smoothly.

Duties:

- Answers phones and scheduling
- Invoicing
- Post checks and make deposits
- Follow up and follow through on pending or past due invoices
- Order office supplies and make vending supply orders as needed
- Assign daily work/calls to other team members
- Inventory management
- Maintain office services by organizing office operations and procedures and preparing and reviewing purchase orders
- Track Warranty parts and file for warranty credits
- Run errands for the company as needed

- Create social media posts on a weekly basis

Requirements:

- High School Diploma or equivalent
- Proficient in Quick books
- Knowledgeable in Microsoft Office
- Strong written and verbal communication skills
- Detail-oriented and with strong data entry skills
- HVAC or construction service industry experience a plus, but not required
- 1 to 2 years of experience in Billing and Collections required.
- Housecall Pro experience a plus, but not required.
- Minimum two years admin/office management experience
- Effective organizational skills
- One who works well as an individual but also works well among a team to serve the customer
- Positive attitude!

Benefits:

- Paid Time Off/Vacation Days
- Commission Potential
- Future potential opportunity to work a few days a week from home

To apply, please e-mail your resume and cover letter to adunaway@customclimategtx.com.