

### Administrative & Accounting Assistant

Green Air is a family business with family values; we strive to bring the highest-quality efficiency solutions to our loyal customers. We are now seeking an experienced accounting and administrative professional to join our team! Applicants must be friendly, fun, and ready to join a close-knit team that works hard in order to deliver the best HVAC service around.

#### Essential Duties and Responsibilities:

- Assist in answering incoming calls and providing top-notch customer service
- Ensure accurate data entry of all Accounts Payable invoices
- Reconcile vendor statements with entered invoices
- Process paperwork for all new commercial customers and determine credit worthiness on a case-by-case basis
- Maintain employee uniform program
- Maintain all open warranty claims for the service & construction departments
- Maintain office technology and provide basic troubleshooting for computer, internet, cell phones, tablets, phones, fax, printer, and plotter
- Serve as point of contact for IT & printer repair company
- Set up residential and commercial projects in Sage
- Draft letters of notice and complete court documents as needed to assist in collections
- Prepare Crystal Reports for all departments
- Verify proper employee usage of Smart Tag and Fuel programs
- Process credit card payments from customers
- Collect and distribute mail on a daily basis
- Assist with clerical tasks such as filing, faxing, etc.
- Maintain and order office supplies
- Assist in maintaining a clean office environment
- Assist with special projects as needed

#### Skills Needed For Successful Performance:

- Keen eye for detail
- Independent worker with ability to meet multiple deadlines
- Strong multi-tasking skills
- High level of organization
- Strong interpersonal skills for customer communication and collaboration with other departments

#### Preferred Qualifications:

- Bachelor's degree
- 1-3 years administrative or accounting experience
- Proficiency in Microsoft Office, Sage, Crystal Reports

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[GetGreenair.com](http://GetGreenair.com)

**"THE RIGHT WAY - BECAUSE WE DON'T KNOW ANY OTHER WAY."**

