

ACCOUNTING CLERK

Job description

Job type: Full-time

Are you a positive individual and looking to start a new career that provides you with endless growth potential? One of Northeast Ohio's most respected and renowned companies is currently looking for proficient individuals to join our growing team of industry professionals. Apply today to see what great opportunities are waiting for you!

Job description:

As an Accounting Clerk, your job will be to assist in the overall daily functions of our Accounting department. This includes a wide range of tasks, including entering information into our system, auditing, making calls to customers and pulling permits to schedule inspections. This position varies in responsibilities and encourages multitasking, so if you are someone who enjoys change and learning new things, this position is for you! You will mainly be working in Microsoft Office and our field scheduling applications; prior experience in working with these specific applications is not required, but you must possess proficient computer skills. You will also take calls from customers and technicians from time to time; this requires basic customer service skills as you will be answering questions, collecting payments, and writing down information.

This position is full-time. We strongly believe in working as a part of a team and being able to see the bigger picture.

Responsibilities:

- Entering data accurately and within a timely manner.
- Auditing a variety information across our entire database.
- Scheduling inspections with customers.
- Pulling permits by communicating with the relevant City and County offices
- Billing Work Orders and our Maintenance Value Plan agreements.
- Handling all incoming calls in a professional and efficient manner.
- Working alongside other departments when necessary.

We are looking for someone who:

- Has a positive attitude and a passion for their work.
- Very experienced with Microsoft Word and Excel
- Is a team player and willing to help others.
- Has a flexible schedule.

- Has excellent written and verbal communication skills.
- Is organized and very detail-oriented.

Qualified candidates must have a valid driver's license that is in good standing and must be able to pass a drug test and background screening.

What we are proud to offer you:

- Medical (FT)
- Dental (FT)
- Vision (FT)
- Voluntary life insurance (FT)
- AD&D insurance (FT)
- Short and long-term disability (FT)
- 401(K) (FT)
- Flexible Spending Account, Health Reimbursement Account, or Health Savings Account (FT)
- Paid time off and holiday pay – this includes your birthday as a paid day off after one year of employment! (FT | PT birthday pay)
- Company incentive bonuses
- Company events, meals, activities, and other festivities

Blind & Sons is an Equal Opportunity Employer. No individual is to be discriminated against during the hiring process or during employment because of race, ethnicity, national origin, religious beliefs, gender/sexual identity, sexual orientation, age, disability, or military status.

About us:

Blind & Sons is a company with a long history of providing total home comfort, offering our customers all heating, cooling, electrical, plumbing, and indoor air quality needs. Since 1937, we have built a name for ourselves in Northeast Ohio and have continued to grow through repeat business and customer referrals. Our company has seen the advent of forced air furnaces and air conditioning, and we have continued to adapt to all of the latest technologies in our many trades. In 2013, we acquired Apple Heating & Cooling, allowing us to expand our customer base. Because we are grateful for our success, we also believe in staying involved in our local communities and supporting those who have supported our company; we would not be where we are today without our amazing customers!

We are proud to employ only the most skilled, trained professionals in the industry. Our specialists have not only been formally educated to repair and maintain home heating and air conditioning, plumbing, and electrical systems, but they also stay updated on the latest trade technologies in order to provide our customers with the best, quality service and equipment!

We hope that you will join us and see what makes Blind & Sons a leader in home comfort!

Experience:

- Data entry: 1 year (Preferred)
- Microsoft Office: 1 year (Preferred)
- Customer service: 1 year (Preferred)

Education:

- High school or equivalent (Required)

Work authorization:

- United States (Required)

Benefits:

- 401(k)
- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift

Education:

- High school or equivalent (Preferred)

Work Location:

- One location

Work Remotely:

- No

Work Location: One location