



EMPLOYMENT OPPORTUNITY

Accounting Clerk

Located in East Troy Wisconsin, we serve a long term and loyal customer base throughout southeastern Wisconsin. Our emphasis is on providing the best possible customer experience. While our HVAC, plumbing, & electrical services stretch far and wide and are always customized to our customers' requests, we are dedicated that delivering reliable service stays our primary focus.

We provide access to top rated coaches and other progressive service company representatives to help our team grow, lead and succeed. We maintain a fun atmosphere hosting various events throughout the year:

- St. Patrick's Day Celebration: digging down to our Irish roots; with a name like O'Leary, it's kind of expected
- Fish Day, called Blue Gill Day for locals: employee appreciation full day event ending with a fish fry for family and friends.
- Ice Cream Social: giving back to the community, we have a booth on the East Troy square and provide free ice cream and cookies to patron
- Christmas Party: A night out for employees and significant others with food, fun and merriment
- Monthly employee appreciation breakfasts/cookouts.
- Other unscheduled events as opportunities arise

Job Description:

We are currently seeking dependable, optimistic, and conscientious candidates who wish to be part of our dynamic corporation, ready to meet the demands of a growing company and fill our Accounting Clerk position. Working on a team with focus in a customer-oriented environment, you will perform administrative and accounting responsibilities including but not limited to:

- Accurate preparation and maintenance of accounting documents and records; correcting problems and discrepancies
- Process A/P invoices and tracking product returns
- Maintains accounting databases - data entry and processing backups
- Filing/scanning accounting documents
- Generate, organize, and, assure accuracy of job information as it affects individual departments and company as a whole.
- Contact customers with courteous follow-up on invoicing and feedback on services provided.
- Tracking inventory levels and costs (assist with physical inventory counts)



- Help with time sheet entries for payroll preparation
- Collaborate with Accounting Manager, Office Manager, and Service Manager on other administrative tasks that may fall within the scope of the office and department skills.
- Attend meetings geared towards creating team culture, a desire for success and growth, customer satisfaction techniques and technical training/updates.
- Provide assistance and support to company personnel in tasks such as answering phones/emails, taking messages, and creating work orders as needed.

This is a full-time position with arrival time starting at 7:00 am and ending by 4:00 pm (flexible)

The ideal candidate:

- ✓ Possesses excellent verbal and written communication skills with a strong accuracy, attention to detail, and follow-up skills
- ✓ Has the ability to multi-task in a fast-paced environment while promoting positive relations with staff, technicians, and customers
- ✓ Is highly organized and can think quickly while considering the overall impact on day-to-day functionality of the department
- ✓ Maintains an approachable personality and works well with diverse personalities
- ✓ Has two years accounting experience preferred
- ✓ Receipt of High school diploma or equivalent required
- ✓ Associate's degree or relevant certification is a plus
- ✓ Protects O'Leary's propriety information by keeping information confidential.
- ✓ Applies strong technical knowledge including proficiency with databases and Microsoft Excel and Word

At O'Leary, we stand with and believe in all our employees and offer the opportunity for advancement. We are pleased to offer competitive hourly compensation, a Sep-IRA retirement plan, and health benefit package including medical, dental and vision options.

Interested persons should e-mail a cover letter and resume to careers@olearyservices.com, or fill out an application on our careers page <https://www.olearyplumbingandheating.com/about-us/careers/>

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2720 Buell Drive • East Troy, WI 53120
(262) 642-7747 • Fax (262) 642-3846