



**REITMEIER**

*Bringing balance to your environment.*

## **Administrative Accounting Assistant**

### **Letter from Reitmeier President, Jeff Nusz:**

We are looking for an Administrative Accounting Assistant who thrives in a team environment and has exceptional communication skills. The perfect candidate is excited to jump right in and make a positive influence on our company and our customers from day one. You will thrive in this position if you are someone who can *“bring it”* on a daily basis.

Reitmeier is not a large company, but we think BIG and strive to be the absolute best in our class. We are an employee-driven company first and foremost. It is the people at Reitmeier who are the engine that propels us to success.

At Reitmeier, you’ll experience an amazing, team-oriented environment that places high value on the person as well as the position. If you are looking for a long term relationship and wish to find “balance” in your career and in life, then let’s talk.

*Best Regards, Jeff*



## ABOUT REITMEIER

At Reitmeier, our mission is “Bringing Balance to Your Environment.” While this relates directly to the HVAC services that we provide to our clients, it also refers to our ongoing goal of creating the best work environment possible for all of our team members. We strive to bring out the best in every employee.

Our company understands that our growth and success stems directly from our people. We understand that if we start by hiring A-players who are not only passionate about their position and department, but also invested in our company as a whole, then we have an incredible formula for a thriving company. Reitmeier empowers people to make great decisions, build sustainable relationships, and grow their leadership skills.

**Live the Reitmeier Values:** *Reitmeier team members strive to live our core values every day. We live, breathe, and believe in our core tenants. They are the foundation of our company. Every decision we make aligns with our values and supports the company’s mission: “Bringing Balance to Our Environment.”*

**Lead the Way:** We work to lead the way as a company in the technologies we bring to our customers and to the culture we create internally. Reitmeier wants to be the absolute best at what we do. Constantly challenge and stretch yourself because when everyone in our organization strives to be the best they can be, our company will thrive as a whole.

**Build Sustainable Relationships:** Reitmeier believes in the power of long-lasting, harmonious relationships. We value great communication and interactions with all team members. We strive for an environment that is friendly, warm, and exciting.

**Create the Right Solution:** Our people take initiative to solve problems so that the team and the company can succeed. Every team member is continuously innovating and improving our operations, always working to do things better and raising the bar for the highest standards possible.

**Own It:** Every team member is encouraged to put their name on every job they do. This pride in ownership ensures the growth and success of the company. Everybody is encouraged to collaborate with other team members whenever challenges arise. We believe that success and mistakes become learning and growing opportunities.



## **ARE YOU THE IDEAL CANDIDATE FOR OUR ADMINISTRATIVE ACCOUNTING ASSISTANT POSITION?**

The right candidate is someone who can multi-task, prioritize and is very organized. He/she thrives in an environment that is fast paced, but steady. We're hiring a motivated individual who likes to roll up his or her sleeves and get the job done.

Here are some questions to help you know whether this position is right for you:

- Are you looking for a career?
- Are your computer skills proficient in MS Office Suites?
- Are you seeking to create an enjoyable experience for yourself and those around you?
- Is your handwriting legible?
- Are you good with numbers?
- Can you contribute to an environment oriented to sustainable relationships, open communication, and cohesive team effort?
- Can you quickly learn new techniques and stay updated with ongoing industry skills?
- Do you keep a positive and professional attitude under stressful circumstances?
- Do you pride yourself on being responsible and accountable for your actions?
- Do you get along well with both co-workers and supervisors?

## **TO BE QUALIFIED FOR THE ADMINISTRATIVE ACCOUNTING ASSISTANT POSITION, YOU MUST HAVE:**

- High School Diploma/GED
- Minimum five (5) years experience in an office.
- Strong communication and people skills.
- Ability to pass a pre-employment drug test required
- Knowledge of modern office practices and procedures
- Quickly learn new techniques and skills as required by job.
- Preferred experience with Sage and/or other accounting software.



**YOUR SPECIFIC RESPONSIBILITIES WILL INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:**

- Process accounts payable.
- Responsible for processing billing.
- Assists with the purchase order process.
- Make daily remote deposits.
- Maintain vendor insurance certifications.
- Support accounting and/or office personnel as requested.
- Filing.
- Process credit card payments.
- Other duties as assigned.

To apply, please send an email with cover letter, resume, and references to [careers@ReitmeierNW.com](mailto:careers@ReitmeierNW.com) with the title “Admin Acct. Asst.” in the subject line. No phone calls or in-person visits please.

