



Senior Accountant

Founded in 2006, Comfort Systems of Virginia, Inc. began with a goal to provide high quality contracting services to customers in Virginia and North Carolina. We are a Class A General Contractor specializing in HVAC, Plumbing, Piping and Sheet Metal services. Since our incorporation, Comfort Systems has made a commitment to constantly improve our capabilities by applying our industry-leading skills to all projects, making us a benchmark for quality and professionalism in our industry.

Comfort Systems of Virginia is one of the fastest growing mechanical groups in this area. We are looking for a highly organized and proactive full-time Dispatcher/Scheduler to support our service operations team and help manage continued growth.

General Information

Job Type: Full-Time

FLSA Status: Exempt

EOE, Drug Free Workplace

Normal Work Hours: 8:00 AM – 5:00 PM Monday thru Friday - (workdays and hours are subject to change to meet the needs of the company)

Essential Duties and Responsibilities

- Assist with the financial statement closing
- Assist with the annual budget
- Assist with banking activities
- Job Cost analysis work
- Reconciliations of balance sheet accounts
- Assist with audits
- Back up to the Controller
- Other duties as assigned

Experience & Requirements

- Bachelor of Science in Accounting or equivalent from an accredited university
- Five years progressively responsible experience in accounting preferably in construction field
- Understanding of Generally Accepted Accounting Principles (GAAP)
- Strong analytical and accounting skills
- Intermediate to advance experience with MS Word, MS Excel and MS Outlook
- Intermediate to advance experience with accounting software packages. Computer Ease preferred.
- Ability to work independently and as part of a team
- Excellent written, verbal communication and interpersonal skills
- Excellent organizational skills
- Ability to meet deadlines
- Ability to be resourceful and proactive when issues arise
- Able to contribute positively as part of a team, helping with various tasks as required
- Demonstrate and promote a spirit of cooperation and teamwork throughout the Company

Employment Requirements

- Ability to pass drug screening(s)
- Ability to pass background check
- Ability to prove U.S. employment eligibility and provide required documentation for same.
- Willing to travel as required; while travel is not expected
- Able to work extended hours when necessary, including weekends
- Must have reliable transportation
- Must have neat and professional appearance
- Must have professional attitude and be reliable
- Must have strong work ethic

Safety Requirements

- Use safe work practices and promote safe practices.
- Utilize proper PPE equipment and ensure others do the same
- Comply with all safety requirements set forth by Comfort Systems and OSHA

Physical Requirements

- Ability to lift a minimum of 25 lbs.
- Ability to sit or stand for long periods of time

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, employer paid life insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at www.comfortsystemsva.com.