

**Job Title: SALES & USE TAX/ACCOUNTS PAYABLE/INVENTORY**

**Company:** Combustion Service & Equipment Co.  
2016 Babcock Blvd  
Pittsburgh, Pa 15209  
412-821-8900  
412-821-2644 (Fax)  
[www.combustionservice.com](http://www.combustionservice.com)

**Contact:** Paulette Haas  
Human Resources/Office Manager  
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412-821-8900 Ext 311

**Industry:** Commercial, Industrial and Institutional

**Salary:** Pay rate will be commensurate with qualifications and experience

**Company Information:** For nearly 70 years, Combustion Service & Equipment Co.<sup>®</sup> (CS&E<sup>®</sup>) has provided Western Pennsylvania and the tri-state area with boiler/burner, stoker, and HVAC-related sales and service. Incorporated in 1954, CS&E<sup>®</sup> has grown to become one of the largest companies of its type. With a diversified customer base, CS&E<sup>®</sup> services a wide variety of customers that include building owners and operators, developers, contractors, administrators, architects, and engineers. Major building types include industrial, commercial, government, religious, health care, and educational. Currently, CS&E<sup>®</sup> employs more than 80 specialists in the areas of sales, service, engineering, clerical, and production. With more than 40 service-related vehicles on the road every day, we are always ready to provide quality dependable service including repairs and replacements for all types of HVAC-related equipment. CS&E<sup>®</sup> has experienced rapid growth in our sales, installation, and service business in recent years. This demonstrates not only our commitment to this market segment but also our customers' recognition and acceptance of CS&E<sup>®</sup> as a leading provider of boiler/burner, and HVAC-related sales and service. We are justifiably proud of our heritage which has been validated over time by the many thousands of successful product installations in which we were directly involved. Aspiring to continue to build upon our hard-earned customer respect, CS&E<sup>®</sup> will continue to offer its customers more than just a high-quality product. We are committed to establishing a lasting relationship with each customer.

**Job Description:** Full-time position performs Accounts Payable duties for all projects; maintains inventory process and is knowledgeable with various states' sales and use tax laws and can file these tax returns. They will also assist in other areas of the Accounting Department.

Looking for a responsible Accounting individual:

- File multiple states sales/use tax returns – balance accounts prior to payments, file as needed ie: monthly, quarterly, annually.
  - Be able to answer employee tax questions pertaining to jobs
  - Keep registrations current
  - Provide CS&E Sales Tax exemptions to vendors.
- Process accounts payable invoices from pricing verification to purchase orders, entering in SamPro ERP software system and run checks.
  - Monthly balancing and resolution of issues
  - Monthly bank statements
  - Set up new vendors

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- Supply our credit information to vendors
- Provide our vendors with our sales tax exemption if applicable
- Maintain inventory: transfer parts to truck stocks, print part labels, resolve negative quantities, coordinate physical count with dept managers, balance to General Ledger.

### **Job Requirements:**

- Experience with SamPro ERP software a plus
- Strong computer skills
- Experience in high volume invoicing
- Proficient in Excel, Word, Outlook
- Able to communicate clearly and effectively with co-workers and customers
- Organized with respect to the variety of workload and need for multitasking
- Adaptive learner
- Current U.S. Citizen

### **Employee Benefits:**

- Competitive compensation package
- Annual review and raises based on individual performance
- Paid vacations
- Paid holidays (Qty. 8)
- Medical insurance for employees and family
- 10% Pension plan based on the previous year's total compensation. No employee matching funds are required.