



Lead Accounts Payable Specialist Job Description

Reports to: HR/Accounting Manager

Department: Accounting

Classification: Non-Exempt

Date: 10/21/2022

Location: Intech Mechanical Office

Mission: To support the goals of Intech Mechanical financial management

JOB SUMMARY

The Lead Accounts Payable Specialist is responsible for the oversight and administration of the accounts payable process and to ensure timely and accurate payment of all invoices. They will also be responsible for adequate reconciliations of items relating to accounts payable and monthly accruals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the day-to-day oversight of Accounts Payable
2. Manages the Accounts Payable functions, including vendor relationships
3. Prepares weekly check-runs
4. Supervises the timely AP processing
5. Assist in providing guidance, and training to the AP team to resolve matters in partnership with HR/Accounting Manager
6. Follow internal accounting controls
7. Verify that transactions comply with financial policies and procedures
8. Protect organization's value by keeping information confidential
9. Monitor vendor account details for non-payments, delayed payments, and other irregularities
10. Develops and implements new internal policies and process to increase efficiencies
11. Prepare and submit weekly AP projection report to Controller/CFO
12. May assist with preparing annual 1099's and prepare filing of Use Tax
13. Prepare and maintain comprehensive AP desk manual
14. Audit vendor accounts and report findings to HR/Accounting Manager
15. Reconcile to monthly statements
16. Respond to inquiries regarding vendor and subcontractor invoices, materials, and equipment job cost charges
17. Set up and maintain vendor and Subcontractor files in Viewpoint
18. Data entry of invoices and obtains approval for invoices
19. Disburse petty cash by recording entry and verifying documentation
20. Investigate invoices as requested and resolve discrepancies by investigating documentation, issuing stop payment, payment, or adjustments
21. Issue company credit cards and gas cards as directed
22. Reconcile credit card statements to user receipts and record
23. E-File paid vendor and subcontractor invoices to invoices paid
24. Performs other related duties as assigned
25. Uploading positive pay and depositing daily checks

KEY PERFORMANCE INDICATORS

1. Ensure that all AP and financial reporting is completed with accuracy and on time
2. Anticipate AP changes that affect Intech Mechanical
3. Maintain Intech's AP processes and communicate any inaccuracies in AP and/or reporting to HR/Accounting Manager & Controller/CFO immediately
4. Provide the highest quality of administrative support while meeting set deadlines

COMPETENCIES:

1. Ethics and trust

- a. Communicates in a truthful, open and honest manner at all times
- b. Operates with a level of clarity and objectivity
- c. Maintains a high level of confidentiality with all company information
- d. Resolves to consistently keep commitments

2. Communication

- a. Presents thoughts and ideas in a clear, concise, organized and persuasive manner (both verbal and written)
- b. Adapts communication style to different audiences
- c. Confident with expressing self with all levels of the organization

3. Planning and Organizing

- a. Identifies key goals and priorities
- b. Plans and prioritizes tasks based on company goals and department objectives
- c. Practices effective delegation as a tool to accomplish important tasks
- d. Effectively organizes work and information
- e. Maintains a detail-focused mindset to complete work accurately and reliably

4. Attention to Detail

- a. Double-checks the accuracy of information and work to ensure correctness
- b. Carefully monitors the details and quality of own and other's work
- c. Expresses concern that things be done correctly, thoroughly and precisely
- d. Completes all work according to procedures and standards

5. Professionalism

- a. Presents an appropriate professional appearance
- b. Works to make a positive impression on others by using communication skills
- c. Understands how one is perceived by others
- d. Maintains positive working relationships by being punctual, helpful and pleasant

6. Problem Solving: Judgment / Analytical Acumen

- a. Understands organizational systems, procedures and policies
- b. Uses organizational awareness to identify potential business problems and opportunities
- c. Effectively uses the organizational structure, as well as own knowledge and experience to solve business problems

QUALIFICATIONS:

1. Minimum 5+ years accounts payable and general accounting experience
2. Understanding the chart of accounts as they relate to accounts payable
3. Knowledge of accounts payable, construction background a plus
4. Knowledge of office administration and procedures
5. Knowledge of general bookkeeping procedures
6. Knowledge of general accounting principals
7. Proficient in relevant computer software – Vista by Viewpoint, Microsoft Office & Concur
8. Knowledge of regulatory standards and compliance requirements
9. Be dependable and have the availability to work scheduled hours each day in the office

PHYSICAL DEMANDS/WORKING CONDITIONS:

This is a stationary position that requires frequent sitting or standing, repetitive wrist motions, grasping, close vision, and the ability to adjust focus. Required eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier and other office equipment.

SAFETY

Support EH&S efforts of Intech Mechanical, and understand and comply with EH&S Policy.

The above job description is intended to describe the general nature and level of work performed by employees assigned to this position. They also provide the success criteria that are expected by employees working in this capacity. They are not intended to be construed as an exhaustive list of responsibilities. Additional duties may be assigned as required and/or success criteria are subject to change in order to meet the needs of the business.

Intech Mechanical Company, LLC is an Equal Opportunity Employer