



Job Title	Accounts Payable Specialist
Job Summary	<p>We are looking for a reliable and precise professional to help us properly maintain our payable and receivable information for our construction projects. The Project Accountant will maintain current accounts payable and receivable and assist with invoicing functions. We are seeking an experienced candidate who has worked in the construction industry with accounts payable and receivable experience and is familiar with AIA billing and lien waiver and release forms.</p>
Responsibilities and Duties	<ul style="list-style-type: none"> <li>• Handle all incoming invoices and ensure they are scanned and distributed to the appropriate individual responsible for review, approval and coding.</li> <li>• Process accounts payable for all subcontractor invoices, including second-tier subcontractors and suppliers.</li> <li>• Ensure all preliminary notices are appropriately recorded and tracked, including the preparation, recording and tracking of all lien waiver and release forms.</li> <li>• Process accounts payable for all general recurring and miscellaneous invoices, including W-9 compliance for applicable vendors.</li> <li>• Handle organization of credit card receipts and review and reconcile credit card charges to account statements.</li> <li>• Ensure all invoices are properly filed and maintained per company procedures.</li> <li>• Handle phone calls from vendors, including research and working with them to reconcile account/payment discrepancies.</li> <li>• Assist with the processing of accounts receivable for owner billings, including preparation and tracking of applicable lien waiver and release forms.</li> <li>• Other tasks as assigned.</li> </ul>
Qualifications and Skills	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in Accounting, Finance or related discipline.</li> <li>• Proficient with QuickBooks and Microsoft Office Suite.</li> <li>• 5+ years’ experience in accounts payable.</li> <li>• Excellent attention to detail and strong organizational ability.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Ability to administer and manage multiple projects with individualized requirements.</li> </ul>