**Fourth Elm Construction LLC Accounts Payable Clerk**

**Location:** Kernersville, NC

**Job Status/Type:** Full Time Employee

**Category:** Administrative

**Contact:** Denise Zink - Controller

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This document serves to identify the roles, responsibilities and qualifications of Fourth Elm Construction LLC Accounts Payable Clerk. All Fourth Elm staff members serve as an integral player to the Fourth Elm team. Fourth Elm’s guiding principle is to serve owners and clients as a team. We will support one another, and our success will be defined by our team.

**About Fourth Elm Construction**

Fourth Elm Construction LLC is a full-service commercial construction company.   Fourth Elm Construction leverages its extensive retail, automotive and mixed-use project experience to serve our clients' needs through all phases of construction, please visit www.fourthelm.com.

**Roles & Responsibilities**

Support for Fourth Elm construction division, including:

* Review all invoices for appropriate documentation, pay application billing and waivers.
* Reconcile client billing against subcontract and purchase order audits as generated from Sage 100.
* Code all invoices with job number, phase and cost code prior to routing to Project Managers for approval.
* Sort and distribute incoming mail. Stamp all mail with received and job detail stamps.
* Prioritize invoices for fast track approvals for vendors such as public utilities and insurance agencies.
* Audit and process credit card bills including matching all receipts and charges for job costing and routing. This includes Lowes, Mastercard and Speedway.
* Key vendor invoices into the system once approved by Project Management.
* Match vendor invoices to check payment vouchers. File by vendor all payments.
* Verify Notice of Contract for lower tier payment reporting.
* 1099 maintenance
* Certificate of Insurance maintenance for General Liability and Workers Compensation audit purposes.
* Respond to all vendor inquiries timely and assist as needed.
* Reconcile vendor statements, research and correct discrepancies.
* Assist in month end closing
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
* Assist with other projects as needed

**Qualifications:**

* 2+ years of Accounts Payable experience
* High school diploma required, college courses in accounting preferred
* Must have a strong work ethic and ability to perform in a high paced environment.
* Must be well organized and a self-starter
* Must be able to follow standard filing procedures
* Must have a knowledge of AIA pay applications for commercial construction billing.

**Qualifications Continued:**

* Detail oriented, professional attitude, reliable
* Proficient in Excel and Word, 10-key by touch
* Experience with Sage 100 or other Sage accounting software preferred.
* Possess strong organizational and time management skills.
* Strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
* Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures.
* Ability to communicate effectively verbally and in writing
* Ability to interact with employees and vendors in a professional manner
* Ability to speak and write English fluently.
* Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness
* Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
* Some real estate or construction industry experience preferred
* Shows initiative, creativity, flexibility and sense of urgency
* Independent worker comfortable making decisions
* Personable, friendly and welcoming
* Professional, motivated self-starter who works well in a dynamic, team environment.