**Beeler** | Construction, Inc.

**Partnerships Built on Trust**

# Accounts Payable/Accounting Specialist

Beeler Construction, Inc. Menomonee Falls, WI
Actively recruiting
Full-time On-Site / In Office: 40-45 Hours, typically between 7am -5pm
Supervisor: Internal Accountant

**Please Submit Resume to Michelle@HRProConsultingLLC.com**

If you have accounts payable experience and are highly energetic, self-motivated, and interested in being a part of a growing company with a positive "can-do" attitude, Beeler Construction invites you to consider joining their elite team.

## About the job

This position is essential to ensuring accurate accounting of project revenue and expenses, timeliness of vendor and partner payments, along with accurate and compliant payroll tax reporting and payments.  Also assists with customer invoicing and serves as back-up for payroll processing.  All members of the accounting team work collaboratively to manage workload and maintain company financial health.

### Skills and Values

- Sales tax and use knowledge
- Strong oral and written communicator
- Self-motivated, action oriented
- Problem solver, critical thinking skills
- Willing to learn
- Strong prioritization skills
- Ability to multitask and handle interruptions effectively
- Organized
- Adaptable, able to work under pressure in a fast-paced environment that can change readily
- Disciplined work ethic, "Do What is Right, Not What is Easy"
- Approaches challenges with a "Can Do Attitude"
- Trusted Partner "Committed to excellence"
- Team Player "Relationships at all levels"

### Computer Skills:

- MS Office proficient with advanced Excel skills
- Sage 100 Contractor or other construction software experience
- PDF editing software experience, Adobe or Bluebeam preferred

### Education / Experience:

- Associate or bachelor's degree in Accounting (CPA license not required)
- Minimum five years' accounts payable experience preferably working in the construction industry or with contractors

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www.beelerconstruction.com

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**Core Responsibilities / Duties:**
- Process and manage vendor invoicing, including accurate job cost reporting
- Manage vendor accounts
- Record transactions and create journal entries
- Issue Subcontracts
- Issue purchase and subcontract change orders
- Payroll accounting
    - Prepare quarterly and annual payroll reports
    - Review and respond to unemployment claims
    - Prepare annual worker's compensation audit reports
    - Serve as payroll processor back-up
- Assists with accounts receivable including invoicing, contract changes and balances

**Compensation:**
*Competitive package based on skills and experience*
Salaried Exempt

**Benefits:**
- Health, Dental, Vision Insurance (100% employee premium covered, 50% dependents)
- Retirement
    - Safe Harbor (3% guaranteed contribution when eligibility on salary + bonus)
    - Profit Sharing (0-9% historically, driven by overall company profits on salary + bonus)
    - 401k (Roth or regular)
    - Retirement planning
- Paid time off, vacation and paid holidays

## About Beeler Construction

Beeler Construction, Inc. is a 3rd generation commercial general contractor, that is family-owned and operated since 1959. We have worked with clients and subcontractors throughout the nation and across various industries within healthcare, retail/hospitality, commercial, industrial/manufacturing, and senior living creating spaces and structures our partners can be proud of.  Annual revenue ranges from $35M to $45M, with projects ranging from small maintenance to interior buildouts and up to $15M new construction.  Like all general contractors, we are in the construction business, but approach our work like we are in the relationship business.

Each employee is a highly valued team member; we believe in treating our employees and sub-contractors the same as our clients to produce a successful "one team" approach to every project.