



Accounts Payable Coordinator

General Description: The ideal candidate for the Accounts Payable Coordinator will possess an extremely high-level of integrity, attention to detail, initiative, discretion and independent judgment with a positive attitude, flexibility, and the ability to multi-task. The successful candidate will be responsible for the processing of high-volume accounts payable activities including the management of incoming invoices and statements with varying methods of payment. In addition, accounting activities in the realm of cash management and reconciliation, billing, accounts receivable and payroll will be required periodically.

Essential Duties / Responsibilities:

- Perform accounts payable duties, including coding and processing invoices in an integrated accounting system as well as the processing of checks and electronic payments after invoice approval.
- Understand types of business expenses and how they apply to a general ledger as well as ensuring the accuracy of job cost.
- Inspect invoices for accuracy, dates of service and know when to self-assess use tax as well as prepare the invoices for approval.
- Reconcile credit card statements and process accounting transactions using credit cards.
- Research vendor statements and work with vendors to reconcile accounts as necessary.
- Research questions from managers on invoice coding.
- Manage workflows to meet monthly accounts payable close deadlines.
- Process and post billing and accounts receivable transactions
- Support completion of government reports – i.e.. Department of Revenue reporting, Department L&I, Certified Payroll
- Work with Controller to expand understanding and application of all internal systems as well as improving company information systems with appropriate level of control.
- Assist Controller with other accounting functions as necessary including payroll and other human resource related reporting such as health insurance.
- Perform other special projects and duties as assigned in the accounting department as well as assist with any shop and field administrative activities as necessary (locates, permits, licensing)

General Duties/ Responsibilities:

- Ability to maintain strict confidentiality.
- Ability to learn new concepts quickly.
- Excellent communication, people skills and flexibility
- Detail oriented, ability to multi-task and work in a fast-paced environment.
- Possess strong organizational and time management skills.
- Perform other duties as required by displaying team spirit and self-growth.

Qualifications:

- *Education:* Associates Degree in Accounting or another related field is desired. Equivalent experience will be considered to satisfy this requirement.
- *Experience:* Two or more years of work experience specifically in the accounting field with an emphasis in accounts payable.
- Construction accounting experience is desired.
- Knowledge of accounting practices including GAAP.

Mental & Other Skills/Abilities:

- *Detail oriented:* Ability to multitask, prioritize projects depending on the demand, work in a fast-paced environment.
- *Computer Skills:* Microsoft Office with an intermediate level knowledge in Excel. Experience with SAGE300 CRE or other integrated accounting system is desirable.
- *Adaptability:* Ability to adapt to changes, delays or unexpected events in the work environment including scheduling changes, ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- *Analytical Ability:* Ability to interpret a variety of accounting principles and deal with abstract and concrete variables.
- *Dependability:* Ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to establish priorities and complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- *Interpersonal Skills:* Ability to develop and maintain positive working relationships and teamwork both inside and outside of the organization while effectively managing internal pressures.
- *Judgment:* Ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- *Mathematical Ability:* Ability to work with and apply mathematical concepts and apply basic accounting principles.
- *Problem Solving Ability:* Self-starter with the ability to solve problems in a fast-paced work environment and work independently.
- *Quality Management:* Attention to detail in accomplishing responsibilities of this position, ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.

Job Type: Full-time

Pay: \$23-\$27/hr

Medical Insurance/Dental Insurance (optional)

AD&D Insurance

401k with matching contribution

Potential for growth

PLEASE SEND ALL RESUMES TO rnee@clearwatersummitgroup.com