

Accounts Payable Clerk

Powers & Sons Construction Company is seeking an Accounts Payable Clerk. This individual will be responsible for entering invoices and controls expenses by receiving, processing, verifying and reconciling invoices in a timely, efficient and thorough manner all while contributing to the overall efficient operation of the department.

Responsibilities

- Provide accounting and clerical support to the Project Accountant, Treasurer and Controller
- Handle daily data entry of financial transactions and AP/AR process
- Prepare, maintain, and organize accounting documents and records
- Research, track and restore accounting or documentation problems and discrepancies
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pay vendors by monitoring discount opportunities; verifying W-9s; gathering certificates of insurance (COI); preparing check runs; resolving purchase order, invoice, or payment discrepancies; ensuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments
- Accurately enter Job Cost subcontracts and change orders
- Set up new subcontractors
- Collect lien releases from subs and ensure all COIs are up to date
- Process high volume pay applications
- Print and release check in accordance with the funding schedule
- Ensure subcontractors are in compliance with all legal and insurance requirements
- Produce and send pay application and lien waivers to subcontractors
- Verify vendor accounts by reconciling monthly statements
- Maintain historical records by filing documents

Qualifications

- High school diploma or equivalent
- Proficiency in Microsoft office products
- Strong attention to detail and organizational skills
- Ability to meet deadlines and work within timeframes of the accounting cycle
- Ability to communicate effectively to resolve issues with subcontractors, team members and Project Managers
- Highly self-motivated with the ability to work independently and as a team
- Willingness to learn (cross-train) and ability to multi-task
- Understanding of Construction Job Costing is favorable
- Construction background is preferred but not required