Accounts Payable Specialist

Powers & Sons Construction Company is seeking an Accounts Payable Specialist to join our team. This individual will be responsible for verifying, processing, and reconciling incoming accounts payable items in a timely and accurate manner, while contributing to the overall efficient operation of the department. This is a fast-paced environment, so the ideal candidate will be self-motivated, organized, and have a high attention for detail.

Responsibilities

- Process accounts payable invoices, payment applications, credit card transactions, and other reoccurring expenses
- Update and maintain supplier and subcontractor accounts, including W9 requests
- Assist subcontractors with completion of payment applications
- Work directly with Project Managers on missing subcontract pay applications
- Assist in check run process to ensure timely payments to all suppliers and subcontractors
- Review requirements for payments to subcontractors and assist in gathering all necessary documentation, including lien waivers, W9s, certificates of insurance, bonds, contracts, and change orders
- Maintain held check log for subcontractors, and release checks in accordance with requirements and funding schedule
- Acquire and maintain certificate of insurances with the use of a third party insurance tracking technology
- Reconcile accounts with the use of monthly supplier statements
- Prepare, maintain, and organize accounting documents and records
- Provide additional accounting and clerical support to the Accounting Department, as needed

Qualifications

- Accounts Payable experience preferred
- Proficiency in Excel
- Strong organizational skills and attention to detail
- Ability to meet deadlines and work within timeframes of the accounting cycle
- Ability to communicate effectively to resolve issues with subcontractors, office team members, and field team members
- Highly self-motivated with the ability to work independently and as a team
- Willingness to learn (cross-train), and ability to multi-task