



Subject Line: AP Specialist
Send Resume to:
jobs@strategicindustry.us

JOB DESCRIPTION

Job Title: AP Specialist
Department: Accounting
Reports to: Controller
Status: Hourly
Date: 3/24/23

Position Summary: The AP Specialist will be engaged in the day-to-day entry of Accounts Payable and participate in AR and/or payroll activities and other duties as assigned by Controller. The role will be required to operate independently to accurately post the hundreds of monthly transactions from credit cards and invoices to the correct job code within Strategic Industry's ERP. Success in this position depends upon a person's ability to post transactions accurately and promptly to the correct job and expense codes. The position has the opportunity for growth, but the individual hired for this position must first demonstrate a high level of proficiency in the AP functions.

Essential Functions:

1. Credit card reconciliation and posting in ERP
2. Input project budgets in ERP
3. Maintain documentation and status of Subcontractor Compliance (subcontracts, schedule of values, pay apps, lien releases, insurance certificates). Keep management updated on any non-compliance issues and concerns.
4. Perform Job Costing of Invoices and set up payments (track expenses related to material, labor and equipment on construction projects)
5. Prepare Job Cost & AP reports
6. Other administrative tasks and assistance with AR and payroll functions, as needed.

Knowledge, Skills, and Abilities:

- Required:
 - Minimum Education: Associates Degree or equivalent work experience in a related field such as accounting, finance or business
 - Minimum three years of Accounts Payable experience required.
 - Good communication skills (oral/written) required.
 - Proficient in Microsoft Office Word, Excel and Outlook
 - Strong organizational skills
 - Courteous, professional, and enthusiastic
 - Demonstrate an initiative in completing all tasks at hand promptly
 - Ability to handle multiple projects, meet deadlines and achieve objectives
 - Ability to maintain a professional business image

- Desired:
 - 5+ years in an AP and costing-focused role, a plus.
 - Construction and/or Construction Public Works accounting experience a plus

Environmental Conditions:

- Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately ninety percent (90%) of the time
- Outdoors environment with exposure to noise, heat, and cold approximately ten (10%) of the time
- Frequent computer use at workstation
- Frequently work at fast pace with unscheduled interruptions

Physical Demands:

- Attendance and punctuality
- Mobility within the office
- Ability to walk, sit, stand, and climb stairs
- Ability to lift up to 45 pounds
- Ability to drive a vehicle

Compensation:

- Pay is based on experience
- Health benefits the first of the month following sixty (60) days of continuous employment.
- 401K
- 401k Profit Sharing (discretionary bonus based on profitability of company) after 12 months of employment