



ACCOUNTS PAYABLE / ACCOUNTING SPECIALIST JOB DESCRIPTION

Job Responsibilities include but are not limited to:

- Work in a team environment that includes daily interaction with management, team members and appropriate staff to ensure timely and accurate input of vendor invoices into ComputerEase
- Ability meet deadlines and multi-task in a growing corporate environment
- Communicate with vendors as appropriate and research discrepancies
- Develop strong relationships with billing admins and operations personnel to research PO issues and to facilitate timely receipt of delivery tickets
- Reconcile Vendor Statements on a monthly/quarterly basis, as appropriate
- Oversee biweekly check runs
- Assist in the preparation of data for the Company's year end audit, as appropriate
- Maintain Master Service Agreement requirements for subcontractors
- Coordinate setup of new vendors
- Backup to Receptionist, as needed
- Other accounting related responsibilities, as assigned and needed

Knowledge:

- High School diploma or GED required
- Associate's or Bachelor's degree a plus

Work Experience:

- 3-5 years of Accounts Payable experience required. Construction and job costing experience a plus
- Strong customer service experience, a plus

Skills and Competencies:

- Excellent written and verbal skills
- Meticulous attention to detail with excellent organization skills
- Proficient in working with Microsoft Office Products with an emphasis on Excel
- Understanding of accounting practices
- Team-oriented with a willingness to learn and assist other departments as needed

Physical Requirements

- 100% Office Setting



ACKNOWLEDGEMENT:

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____