



J.C. Restoration, Inc. Job Description

Job Title: Accounts Payable Administrator
Reports To: Controller

Summary

The Accounts Payable Administrator is responsible for timely entry and payment of all invoices to subcontractors, vendors, credit card companies, government agencies, etc.

Essential Duties and Responsibilities

The following duties are the responsibility of the Accounts Payable Administrator, but are not limited to the following:

- Complete and accurate data entry for monthly, quarterly and yearly company expenditures.
- Processing payments by company credit card or through printing and mailing checks, with backup documentation after proper approvals are obtained.
- Handle accounts payable related inquiries from subcontractors/vendors in a timely and professional manner.
- Reconciliation of vendor, supplier, credit card, other bank and subcontractor statements.
- Maintain vendor filing system for all received invoices.
- Creation of new vendor/supplier accounts in the company's job management system.
- Acquire and manage subcontractor information (i.e., master subcontractor agreement, certificates of insurance, establish proper discounts, confirm purchase order to invoice, etc.)
- Administer the purchase order and work order process, including, data entry, purchase order verification and obtaining the proper approvals for reconciliation. This process may require investigation and working with the Vendor and/or internal staff for assistance.
- Generate weekly aged accounts payable reports for the Controller.
- Maintain notes in Accounts Payable files from phone calls, discussions with employees, outside sources such as vendors, subcontractors.
- Familiarity with General Ledger chart of accounts and ability to make journal entries.
- Additional special projects as requested by the Controller.

Qualifications

- 2 years or more previous Accounts Payable experience.
- Proficiency in Microsoft Excel is a must. Basic skills in other Microsoft Office software are required.
- Excellent communication skills are a must.
- Attention to details and accuracy.
- Strong analytical skills.
- Knowledge of restoration processes and procedures is beneficial.
- Ability to multi-task, work under pressure and meet deadlines.
- Strong sense of urgency.
- Strong organizational and time management skills.
- Hard working TEAM player who can easily adapt to changing needs.
- Strong desire to learn and grow.