

JOB TITLE: ACCOUNTANT/ACCOUNTS PAYABLE SPECIALIST

COMPANY: VALLEY RAIN CONSTRUCTION CORPORATION

JOB SUMMARY:

Full Time Construction Industry Accountant/Accounts Payable Specialist. Dependent on experience/education this position has potential to be groomed for Controller Position.

DUTIES AND RESPONSIBILITIES:

- Process accurately and timely all Invoices and Subcontractor Pay Applications and Payments
- Manage Invoice/Pay Application routing and approval process
- Partner with Purchasing
- Track 20 Day Preliminary Lien Notices, Lien Waivers and Joint Check Agreements
- Set up and maintain complete Vendor File information (W9, Insurance, etc.)
- Maintain Vendor and Subcontractor payment files
- Communication with Vendors and Subcontractors
- Reconcile and follow up on monthly vendor statements
- Input of Recurring Invoices
- Upload Bank Positive Pay Files
- Reconcile applicable General Ledger accounts
- Prepare year-end 1099 reports
- Back up for Payroll
- Participate in Software Implementation Projects

Job Cost Responsibilities:

- Set up new jobs
- Import job budgets
- Maintain and set up extra work phase codes and budget revisions
- Track Subcontractor Contracts vs Budget

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE:

Must have 3-5 years of construction accounting experience
Mandatory Background Check
Industry Software expertise, Sage Construction 300, Procore, B2W a plus
Microsoft Office Suite

CHARACTERISTICS:

High attention to detail, reliable, highly organized, professional communication skills, problem solver, team player

BENEFITS:

401(k) with Matching
Health Insurance
Life Insurance
Voluntary Dental and Vision Insurance
Paid Time Off

Forward resumes to: Carin Brodland cbrodland@valleyrain.com and Nancy Palmer
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