

## **JOB DESCRIPTION**

### **Stevens-Leinweber Construction Inc.**

**JOB TITLE:**           **Accounting Assistant (Focus in Accounts Payable)**  
**JOB LOCATION:**   **Main Office, Phoenix, AZ**

#### **I.   JOB SUMMARY**

This position is responsible for preparing invoices for payment, maintaining the accounts payable records and producing accounts payable reports for Stevens-Leinweber Construction Inc. Also is responsible for the maintenance of various departmental projects, providing administrative support as needed, as well as others duties assigned by the Controller.

#### **II.   DUTIES AND RESPONSIBILITIES**

- Process subcontractor invoices
  - a. Print, stamp, code to correct project and put in “green folder” for PM monthly billings
  - b. Green folders are returned from PM with approval then enter into Sage
- Prepare, and enter overhead invoices
  - a. Print, stamp and code to correct GL number. After entered into Sage give to the Controller for approval to payment
- Collect, process and maintain preliminary notices and sub/supplier lien waivers and W-9's
  - a. Update Sage when preliminary notices come via mail/email.
- Process documents via copy, fax, scan and email
- Assist with 1099 processing at year-end
- Respond to vendor payment inquiries and statements
  - a. Reply to email messages and phone calls for project status
  - b. Look up each invoice on statements to make sure they have been received and processed. Prepare and track monthly invoice cycle with Project Managers
  - c. Check Out – PM “Green Folders” – these hold the invoices you printed, stamped and filed in appropriate job folder
  - d. Check In – PM “Green Folders” – when the PM turns them in you will now process them into Sage for that billing cycle
- Maintain accounting project and vendor files, perform filing as needed
  - a. File hard copies of weekly check run as well as sub waivers and preliminary notices in the proper location
- Assist Controller with additional duties and projects as needed

### III. QUALIFICATIONS:

- Minimum 1 years of construction accounting experience
- Proven knowledge of general accounting procedures and standards
- Sage/Timberline Construction Accounting software experience is a plus
- Proficient in Microsoft Office, including Outlook
- Independent self-starter who can prioritize with minimal supervision
- Positive attitude and works well with others, promoting a team atmosphere
- Excellent organizational skills, interpersonal and customer service skills
- Interact with owners, employees, vendors and clients with professionalism and a friendly attitude
- Must be reliable, timely and able to work full time

### IV. WORKING CONDITIONS:

- This is a full-time office position working Monday through Friday
- Employee-paid health, dental, and vision insurance
- 401K
- Supplemental Insurances (Life, Short Term Disability, Accident, etc.)
- Casual work environment
- Vacation time and Holiday pay

Send resumes to: Heather Thorne [hthorne@stevensleinweber.com](mailto:hthorne@stevensleinweber.com)