

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