

Job Title: Accounts Payable Specialist

Job Type: Full-time

Job Summary:

As an Accounts Payable Specialist at Sposen Signature Homes, you will be a key contributor in managing the company's financial obligations and maintaining vendor relationships. Your responsibilities will include accurately processing invoices, reconciling accounts, ensuring timely payments, and effectively communicating with vendors and internal teams. This role demands a high level of attention to detail, proficiency in financial software, strong organizational skills, and a commitment to meeting deadlines.

Key Responsibilities:

1. **Invoice Processing:** Accurately process and record incoming invoices while verifying the completeness and accuracy of documentation.
2. **Payment Management:** Manage payment schedules to ensure timely and accurate disbursements to vendors, adhering to company policies and payment terms.
3. **Vendor Communication:** Effectively communicate with vendors regarding payment status, inquiries, and discrepancies, maintaining positive and professional relationships.
4. **Account Reconciliation:** Reconcile accounts and resolve discrepancies to maintain accurate financial records. This involves vendor accounts and also credit card reconciliations.
5. **Expense Coding:** Assign proper expense codes and cost centers to invoices for tracking and reporting purposes.
6. **Financial Software:** Utilize accounting software and tools for data entry, reporting, and financial analysis. This involves using both operational (Builder Trend) and accounting software (Quick Books Desktop).

7. Process Improvement: Identify opportunities to streamline and enhance the accounts payable process and make recommendations for improvements.

8. Documentation: Maintain organized records and documentation related to accounts payable activities.

Qualifications:

- Relevant experience in accounts payable, bookkeeping, or a similar financial role within the construction industry or comparable.
- Proficiency in financial software and accounting tools.
- Strong attention to detail, accuracy, and problem-solving skills.
- Excellent communication skills for interactions with vendors, team members, and other departments.
- Strong organizational and time management skills to meet payment deadlines.
- Knowledge of construction industry financial practices is a plus.
- Proficiency in Spanish is a plus.
- Experience with QuickBooks Desktop.

Additional Requirements:

- This is a full-time, in-office position. There is no flexibility to work remotely.
- The role requires the ability to work in a fast-paced environment and manage multiple tasks efficiently.
- Punctuality and a firm commitment to meeting financial obligations are essential.
- The company offers competitive benefits, and the office environment is known for its family-oriented atmosphere.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. The company reserves the right to change the duties or qualifications at any time.