

**Company Name: Anderson Concrete Corp**

**Job Title: Accounts Payable**

**Employee Name:** \_\_\_\_\_

**Department: Accounting**

**Status: Hourly**

**Reports to: Controller**

**Job Description:**

This position is responsible for processing and paying all invoices to our external vendors. This person must be organized with a high attention to detail, possess intermediate level computer skills, be able to manage time wisely and work efficiently as this job can be time sensitive; we pay most of our invoices monthly, but we process some checks weekly. This person must be able to work independently as well as with others in order to assist with various accounting department tasks as needed. This person must uphold the company's core values and display a professional and courteous attitude to coworkers, customers and the general public at all times.

**Primary Duties:**

- Sort and distribute invoices to appropriate managers for approval.
- Assign invoices a general ledger code and enter into accounts payable system.
- Balance and post invoice batches.
- Prepare and perform check runs to pay weekly and monthly expenses.
- Reconcile monthly vendor statements.
- Research and solve any vendor/invoice discrepancies.
- Organize and maintain vendor files.
- Utilize software to track and reconcile material deliveries.

**Additional Duties:**

- Record daily concrete production quantities.
- Learn and assist billing/accounts receivable functions.
- Balance monthly material (cement) invoices.
- Other duties as assigned.

**Qualifications:**

- Ability to be a self-starter and multi-task in a team environment.
- Excellent organizations skills and attention to detail required.
- Strong time management and communication skills needed.
- High school diploma required. College degree (associates or other) is valuable.
- 2-3 years of administrative/accounting experience needed.
- Intermediate level computer skills, including Excel required.
- Familiarity with the construction industry is desired, but not required.

Benefits:

- Competitive hourly wage
- Excellent medical, dental and vision, AD&D and life insurance
- Short & long-term disability coverage
- Paid vacation and holidays
- 401(k) with profit sharing retirement plan
- Company paid performance and service bonuses

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Employee Initial & Date

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Supervisor Initial & Date