



## CONSTRUCTION INDUSTRIES

400 LINCOLN AVENUE

WARWICK, RHODE ISLAND

02888

(401) 739-8300

### ACCOUNTS PAYABLE SPECIALIST

#### JOB DESCRIPTION

The AP Specialist supports accounting operations, handles accounts payable, and all other AP related activities.

#### DUTIES/RESPONSIBILITIES

- Maintain and update vendor contact information, company files and records.
- Process vendor invoices by assigning appropriate general ledger account numbers and post into accounting software.
- Reconcile vendor statements to ensure completeness.
- Process batch check runs on a weekly basis.
- Create and maintain aging reports for accounts payable.
- Maintain knowledge of acceptable accounting practices and procedures.
- Serve as backup for answering and directing incoming calls.
- Perform additional ad hoc reporting as requested by supervisor.

#### REQUIRED SKILLS/ABILITIES:

- Excellent verbal and written communication skills.
- Excellent analytical and organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to multi-task efficiently.
- Proficient with Microsoft Office Suite especially Microsoft Excel.

#### EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required; bachelor's degree in accounting or related field preferred.
- 3 years related experience and/or training; or equivalent combination of education and experience required.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

CONCRETE

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HEAVY CONSTRUCTION

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ASPHALT