



BUILDING INFRASTRUCTURE
For a Better Life



NOW HIRING

ACCOUNTS PAYABLE SPECIALIST

Under the direction of the Controller, the **Accounts Payable Specialist** is responsible for all aspects of the company accounts payable processes, including coding invoices, expense reports, credit cards and all disbursement expense entries. Maintaining vendor relationships and supporting internally all aspects of job costs and business expenses with processes, reporting and document maintenance.

Position Responsibilities

- Coding such items as invoices, vouchers, expense reports, check requests, etc., with correct codes conforming to standard procedures, ensuring proper entry into the financial system
- Handling all vendor correspondence via phone or email, along with subcontractor insurance tracking and credit applications from vendors
- Sales and use tax assignments and tracking, along with tax exemption certificates
- Attaching the corresponding purchase orders/work orders to incoming invoices with all supporting documentation
- Investigating and resolving problems associated with processing of invoices and purchase orders
- Assisting with monthly status reports, and monthly closings.
- Reconciling various accounts by identifying errors in posting or omissions; applying appropriate accounting standards
- Processing remittance information from checks, drafts and wire transfers for invoices provided by vendors, reviewing instructions accompanying items to determine proper disposition and crediting accounts in accordance with standard procedures
- Receiving, researching and resolving a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons
- Filing, maintaining, and distributing accounting documents, records and reports
- Performing other duties as required to support Accounting Department

Position Requirements

- High-school diploma
- One-year experience in AP and office environment
- Computer and software skills/experience
- "Customer service" attitude for vendors
- Attention to detail and understanding of accounting practices
- Viewpoint software knowledge a plus
- Substantial data-entry; sitting/standing for extended periods of time
- Ability to lift 25 pounds
- Must have own transportation
- Ability to work independently, as well as with a group

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Individuals may perform other duties as assigned. This is a full-time position. Employment is contingent on e-verification, pre-employment drug screening, background, and reference checks.

➔ Apply on line at www.BTCConstruction.com/careers or <https://www.Btrenchless.com/careers>

Company Paid Benefits

Competitive Wages ▪ Health, Dental and Vision Insurance ▪ 401K –After 1 year ▪ Life/AD&D Insurance
Referral Program ▪ Paid Time Off and Holiday Pay ▪ Mentorship Programs

SAFETY ▪ INTEGRITY ▪ COMMITMENT ▪ DETERMINATION ▪ COMMUNITY ▪ FUN

9885 Emporia Street · Henderson, CO 80640 · 303.469.0199