



S.WATTSGROUP

ACCOUNTS PAYABLE COORDINATOR

RESPONSIBILITIES:

- Provides accounts payable (AP) support and tracking to various projects by ensuring invoice packages meet approval requirements.
- Timely review and process all supplier and subcontractor invoices for approval, coding and posting.
- Reconcile differences and address and vendor/subcontractor questions with Project Team.
- Daily input of all approved job-related invoices to meet deadlines.
- Assist with check run and process approved amounts for release of payment.
- Reconciles monthly Subcontractor/Supplier statements.
- Audit W9s, insurance certificates, and lien waivers for all subcontractors.
- Review, post and reconcile company credit card charges.
- Support month end closing process.
- Review and process all monthly lien notices from suppliers and subcontractors.
- Reports to Project Accountant.

QUALIFICATIONS:

- Construction Accounts Payable experience preferred but not required.
- Able to multi-task, maintain organization, set priorities and meet deadlines.
- Proficiency with computers and 10-key.
- Proficiency with Excel.
- Highly self-motivated and independently productive team player.
- Must have professional written and verbal communication skills.
- Ability to work in high production environment and respond quickly and effectively under pressure and deadlines.

MINIMUM REQUIREMENTS:

- Construction Accounts Payable experience preferred but not required.
- 2 years of experience in Accounting.
- Proficiency in basic accounting principles.
- Proficiency using a personal computer and company communication tools, such as email, the internet, and Microsoft products (e.g., Word, Excel, Office, Outlook)

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