

ATLAS MECHANICAL, INC.

JOB DESCRIPTION

POSITION Accounts Payable/Accounts Receivable Specialist
Non – Exempt

REPORTS TO Senior Accountant

POSITION SUMMARY Responsible for accounts payable and receivable process: which includes processing invoices, billings, lien releases, recording payments, electronic deposits, bank statement reconciliations, month end cost to complete, maintaining legal folders, and collections.

QUALIFICATIONS

- College courses in Accounting or related, plus 3-5 years hands-on experience or equivalent.
- Requires strong verbal/written communication, effective organizational, troubleshooting and
- problem-solving skills with the ability to set-up, automate and track data and information.
- Ability to self-initiate activities, coordinate tasks and manage projects, be versatile and detailed oriented, dependable. Possess the ability to work as a team and independently.
- Requires strong customer service, excellent people skills with the ability to build and maintain a positive, supportive working relationship, but have a friendly and approachable demeanor.
- Ability to multi-task and prioritize effectively. Possess the ability to be flexible and responsive by going outside the current job description if needed for collection purposes. Can work effectively to meet monthly deadlines.
- Excellent computer skills with accounting, MS Office, Word, Excel, and Outlook. Have the capabilities to create reports and spreadsheets. Also knowledge of SAGE/Greenlight software is preferred.

SPECIFIC DUTIES - Include the following, and is not limited to other duties that may be assigned depending on department and requirements.

Accounts Receivable Duties

- Prepares electronic deposits and maintains records of cash receipts.
- Records payments for contracts in Accounts Receivable, Cash Management and Job Cost, into SAGE.
- Distributes and collects lien releases for vendors utilizing Greenlight software
- Compiles weekly data for Cash Position report for Sr Management
- Adjusts Schedule of Values & Payment Applications for next billing period and notifies Project Managers of when Payment Applications are due.
- Submits billing to General Contractor with applicable affidavits and releases as required (ie Lien, Labor, etc).
- Makes any billing adjustments and notifies the Project Manager and/or GC, and incorporates fully executed change orders for the current billing cycle in Schedule of Values.
- Responsible for the setup and maintenance of any GC Billing software (ie Textura, Procure, GC Pay, etc)
- Works closely with the Construction Contract Administrator regarding contracts and change orders in order to maintain project files.
- Performs collection calls. Communicates status of invoices to all Sr Management

- Applies strong customer service skills to handle rejection and criticism associated with the collection duties.
- Enters invoices and updates Accounts Receivable Aging.
- Reconciles Bank Statements for Accounts Payable and Payroll
- Tracks status of Cost to Complete Reports and Reconciliation of reports.
- Reconcile Vendor Statements for lien release accuracy
- Provides Monthly Analysis/Cash Flow Report for Receivables and Payables to Sr Management
- Responsible for filing Mechanic's Liens (ie Any legal paperwork and coordinate with Corp Attorney)
- Performs any other related duties as needed by Sr Management

Accounts Payable Duties

- Process invoices, employee reimbursements and garnishments
- Set up Vendors in Timberline
- Maintain weekly check runs and distributions of checks
- Maintain monthly bill checklist and distribute payments
- Maintain petty cash
- Maintain filing system
- Respond to vendor payment inquires

REQUIRED SOFTWARE

- Greenlight Compliance Management
- Paperless Environments (OCR)
- SAGE 300
- Any required General Contractor software

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is frequently required to walk, use hands to type data, operate business machines, Dial the telephone and reach with hands and arms; frequently lifts and/or move 5 lbs and occasionally lift and/or move up to 15 lbs. Specific vision abilities required this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually low, but environment is fast-paced with completing deadlines that may require evening and weekend work.

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Officer	Date

