



## Job Description: Accounts Payable Specialist

Revision Date: 2018.08  
Reporting Structure: Direct to Controller

Department: Accounting  
Direct Reports: No

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### ***POSITION PURPOSE***

The Accounts Payable Specialist is responsible for a wide range of tasks and assignments that assist with processing, verifying, and administrative help.

### ***DUTIES, TASKS AND RESPONSIBILITIES***

#### **Communication & Collaboration**

- Effectively communicate with Project Managers, vendors, and external parties to manage invoice payments.
- Respond to inquiries from the Development Managers, Controller, and Project Managers.
- Interface with employees and Senior Management on all aspects of construction accounting.

#### **Administrative**

- Assist with special projects as requested.
- Handle job cost tracking, invoice input, account reconciliation and vendor payments.
- Conduct sales tax coding for non-exempt purchases.

#### **Processing & Verifying**

- Process accounts payable from invoice to payment.
- Process coding invoices to appropriate job number, cost code, and/or GL account number.
- Verify approved invoices from Project Managers for payment.
- Process expense reports and AIA pay applications for A/P entry.
- Handle reconciliation of vendor statements.

### ***BEHAVIORAL COMPETENCIES***

#### **Core Competencies**

- **Integrity** – Act with integrity; truthfulness, fairness and honesty.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** – Work hard to exceed customer expectations.
- **Compassion** – Conduct oneself as a steward-of PSI, supporting its growth & ability to help those in need.
- **Accountability** – Take responsibility for one's actions and decisions.

#### **Position-specific Competencies**

- **Attention to Detail** – Works with strong attention to detail in order to produce high quality, detailed work, based on established standards, guidelines, and procedures.
- **Commitment** – Focuses on providing a high volume of work that meets deadlines and expectations.



- **Collaboration** – Communicates in a written and verbal manner in a supportive and helpful way that is focused on job knowledge and expertise. Works well with others under deadline situations and responds to changes in priorities.
- **Consistency** – Provides quality work at a precise and consistent manner while working independently with small amounts of supervision.
- **Initiative** – Takes initiative and sets priorities of projects until completion.
- **Problem Solving** – Employs problem solving skills, analysis, and reports problems to Controller.

### **WORKING CONDITIONS**

- Office functions will primarily be performed at PSI's main business office.
- Work hours vary based on workload, but should average 40-45 hours per week.

### **MINIMUM QUALIFICATIONS**

#### **Education/Experience**

- Minimum of 5 years of accounts payable and contract documentation with at least 2-3 years in the A/E environment.
- Experience with spreadsheets and accounting software.
- Experience with Timberline Software or other accounting platforms is a plus.
- Experience with standard contract terms such as lien waivers, certificate of insurance, AIA G702/703.
- Experience with project structure in a construction environment.

#### **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. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.