

**Job Description**

**Accounts Payable Specialist**

August 08,2024

**Department:**  Accounting

**Reporting Structure:** This position reports directly to the Executive Vice President and CFO

**Supervision Exercised:** This position has no direct supervisory responsibility

**FLSA Status:** This position is non-exempt and eligible for overtime compensation

**Work Schedule:** Monday through Friday 8am - 5pm

**Summary:** This position is responsible for assisting the accounting department with all related functions.

**Responsibilities are as follows but not limited to:**

* **Cost Control**
1. Create purchase orders
2. Enter approved invoices into QuickBooks
3. Scan invoices and attach into QuickBooks
4. Print checks for invoices when due
5. Match check stubs to correct invoices
6. Monitor Notice to Owners
7. Create partial and final releases for Subcontractors
8. File Notice to Owners
9. File releases for Notice to Owners
10. Verify subcontractors are in compliance with the Lykos Subcontractor Agreement
11. Verify subcontractor insurance is in compliance with the Lykos Subcontractor Agreement and dated accordingly
12. Distribute accounts payable checks to subcontractors
13. Obtain Lien Waivers as checks are distributed
14. Stamp incoming invoices for processing
15. Enter credit card charges and reconcile credit card statements
16. File/scan paperless system (inclusive of all primary functions)
17. Reconcile vendor statements
* **Accounts Receivables**
1. Assist with invoice questions and discrepancies
* **General**
1. Answer phones as necessary

**Compensation & Benefits:**

**Compensation Range:**

* $28.00 per hour - $35.00 per hour

**Following 60-day probationary period:**

* Seven paid major holidays per calendar year
* Five paid personal days on a calendar year basis (pro-rated)
* Ten paid vacation days within first year of employment
* Ten paid vacation days during second year of employment
* Fifteen paid vacation days at completion of 2 years of employment through 5 years of employment
* Twenty paid vacation days at completion of five years of employment
* Health insurance for employee
* 401(k) Plan with employer contribution following 90 days of employment
* IRS standard mileage rate reimbursed for all mileage excluding commuting
* $25,000 Life Insurance Policy
* Discretionary Performance Base Profit Sharing Plan

**Education and Experience:**

 **Education:**

* High School Degree required. Accounting Degree preferred

**Experience:**

* 3+ years accounting experience
* 3+ years working with QuickBooks
* 5 years’ experience in construction accounting required

**Skills Required:**

* Proficient with QuickBooks and Microsoft Office
* Strong multi-tasking skills
* Strong organizational skills
* Friendly and professional demeanor
* Above average typing skills

**Physical Demands:**

* Able to drive
* Able to climb stairs
* Able to operate standard office equipment

**Miscellaneous:**

Employment with LGI is at-will, meaning either the employee or the company may terminate employment for any reason at any time, with or without cause. Employment is also subject to LGI’s policies and procedures, including those contained in the company’s employee handbook. The above job description is not intended to be all-inclusive or applicable for any definite period of time. LGI reserves absolute discretion to add, delete, or otherwise modify job duties and terms of employment as and when it sees fit. LGI will consider reasonable accommodations to the foregoing as required by law.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Date

Manager Date