

AP CLERK

The **AP Clerk** is responsible for the accurate processing and coding of AP invoices in a high volume Accounts Payable Department; as well as working with outside vendors in regards to invoice processing, questions and payments.

Major Duties and Responsibilities:

- Route, approve and process all vendor invoicing
- Code and process all shop invoices
- Process and route hauling invoices
- Maintain electronic payments documentation and rejection of internal e-mails
- Research and review all AP reports for accuracy, i.e., check request and vendor request outside of the scanned system
- Process tax exemption paperwork for TE jobs and self-assess tax when appropriate
- Work with internal and external contacts with answering questions and gathering information from various locations. Communicate with vendors on payment schedules
- Assist in processing payments for all payroll taxes and wage garnishments as needed
- Assist in weekly cash requirement reports and check runs for multiple companies

Required Skill/Knowledge:

- 5 years accounts receivable experience in high volume environment
- Proficient with Microsoft Suite, i.e., Word, Excel and Outlook
- Previous experience with accounts payable in a construction environment
- Previous experience working with multiple entites
- Ability to research items and resolve customer issues