

ACCOUNTS PAYABLE MANAGER

Ghilotti Bros., Inc.

Do you want to be part of a fast-paced, dynamic team that is crucial to the business? Ghilotti Bros is adding a manager position to this essential AP function in the Finance department to aid in the company's fast-growing function. The AP Manager will join a closeknit AP team of an AP lead, and two AP admins. Each step in the AP Manager's day is crucial to the big picture of building landmark projects in the bay area, and will partner closely with the AP team, other accounting functions and managers, as well as the project management department.

The vision of the organization is to build great projects for the community in which we live and work, while giving back to the community and treating each other with respect. These values go back to our founder's philosophy that were set in 1914 and have been the foundation to our success through the generations. The Finance team partners with local vendors and suppliers of materials, tools and building products while working alongside the project management teams to deliver legendary results.

This role in the company has a great deal of responsibility for teamwork, leadership, collaboration, and efficiencies in the department and company. If you are a motivated, positive, and engaging team manager that wants to have a purpose and make a difference in a family-based company, apply today.

What an AP Manager's day could look like:

- Coordinate with AP Team to ensure all statements are reviewed and reconciled against internal records
- Manage credit card accounts; handle new card and payment requests/processing, statement reconciliations
- Negotiate discounts with vendors and monitor established discount accounts
- Resolve disputed invoices with vendor and/or PM
- Process/enter overhead invoices and intercompany equipment invoices
- Process AP checks, provide AP check registers to CFO, and upload check listing to bank
- Record and reconcile monthly ACH debits
- Void checks in Sage and process stop payment if applicable
- Process bank account reconciliations for monthly close
- Setup new vendors and credit accounts
- Investigate coding errors discovered by True-Up process or otherwise and work to prevent similar future errors
- Provide as needed GBI divisional financial reporting, including monthly P&L
- Prepare and file annual 1099 forms
- Assist inter-departments with AP matters
- Conduct AP Team annual performance reviews

A candidate that is trustworthy, makes good decisions and can work in a fast-paced environment will be a great fit. With strong communication and computer skills (Excel: Pivot Tables and Charts/ Formulas, MSWord: Professional Documentation/ Proficient Writing Skills) you will succeed in this role. If you enjoy fine details and numbers, and are organized, consistent, accountable, able to prioritize, punctual and dependable, the opportunity to join a great team awaits.

Construction industry knowledge a major plus, management experience required, and a degree in accounting/finance preferred. We use a construction accounting software called SAGE. Knowledge of general accounting principles required.

This position is exempt. We offer competitive pay along with an extensive benefits package. Salary is DOE, and experience in construction accounting.

GBI is committed to creating a diverse environment and is proud to be an equal opportunity employer. It is our intent to maintain a work environment that is free of harassment, discrimination, age, race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws.