

Do you like being part of a fast-paced, dynamic team that is crucial to the business? This AP team has a tried-and-true system of processing 100+ invoices per day for our general engineering construction company. Each step in the AP Administrator's day is crucial to the big picture of building landmark projects in the bay area.

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 suppliers of materials, tools and building products while working alongside the project management teams to deliver legendary results.

This role in the company has great room for training, growth, and advancement in the department and company. If you are a motivated, positive, and engaging team member that wants to have a purpose and make a difference in a family-based company, apply today.

What an AP Admin's day could look like:

- Invoice classification and scanning into the accounting system
- Matching vendor invoices to tags and purchase orders
- Validate invoices for material, quantity, and pricing against tags/purchase orders
- Ensure proper invoice coding/cost allocation
- Entering and coding invoices appropriately for month end close
- Approval, payment, and processing of invoice approvals
- Process and prepare invoices with discounts on time
- Research invoices that cannot be validated with a tag and PO
- Acquire Project Management approval for invoices when needed
- Vendor statement reconciliation and follow-up on discrepancies
- Review aging to prepare for checks runs
- Process/apply/track credit card payments
- Address vendor inquiries as needed
- Track/report on potential vendor account holds
- Work with team to meet AP invoice processing month-end close deadlines
- Finance mail processing
- Prepare as needed spreadsheets and reporting

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, and a degree in accounting/finance or 2 years related experience preferred. Knowledgeable of general accounting principles required. We use a construction accounting software called SAGE, although experience in SAGE is not required (Sage 300 CRE, Sage Paperless, and HCSS software).

This position is non-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.