

JOB TITLE: Accounts Payable, Receivable & General Accounting Coordinator

EMPLOYER: Torrado Construction Inc.

DEPARTMENT: Operations

STATUS: P/T

LOCATION: Client Sites & Remote

SUMMARY:

This role is responsible for preparing, facilitating, monitoring, evaluating and documenting administrative and financial processing of transactions for Torrado that is a professional General Contractor, Masonry and Concrete company engaged in various markets, segments and industry sectors, with an emphasis on commercial, industrial, municipal, and institutional construction. The AP/AR & General Accounting Coordinator is also responsible for sending invoices and account updates to clients, receiving, sorting, and tracking incoming payments, addressing and resolving client questions and issues relating to invoices, and providing regular, accurate reports of billing data. They will serve as Torrado's internal transaction subject matter expert for proper and accurate classification. In addition to maintaining accurate records, duties include processing vendor invoices and communicating accordingly to accounting, obtaining approval for vendor payments, supporting the payment of invoices and troubleshooting issues for prompt payment. The role will support, maintain and develop the processing of sales credit applications and Client credit registration processing. They will also assist in streamlining onsite accounting operations, and where needed, interact with various enterprise management systems, establish reporting protocols and specific Accounts payable and Accounts Receivable metrics.

DUTIES AND RESPONSIBILITIES: Daily and Monthly

Accounts Receivable:

- Prepare invoices and send them to clients
- Responsible for full cycle Accounts Receivable function including managing A/R Inbox, desktop deposits, cash collections, posting of cash and sending invoices and statements
- General ledger activities including preparing A/R and A/P related journal entries for accounting processing.
- Reconcile key A/R accounts
- Receive, research and resolve a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate management.

Accounts Payable:

- Ensures that for all PO related invoices that the 3-way match process of gathering the PO, Receiving Approvals and Invoice copy occurs timely and is accurate. Requestor approval as needed on service-related invoices.
- Ensures that all non-PO invoices get timely approvals and that GL accounting coding on invoices is accurate.
- Upload all A/P invoices and expense reports into accounting system, including ensuring correct GL Account coding for accounting processing.
- Mail/Process signed checks including assembling check payment advice to invoices
- Assists with reconciling vendor statements, including asking vendor for missing invoices and troubleshooting any discrepancies.
- Assists with the credit card process including gathering all receipts from cardholders timely to meet the month-end credit card journal entry deadline.
- Review expense reports and ensure receipts are attached and approvals received
- Files, maintains, and distributes accounting documents, records and reports.
- Performs other duties as required to support Accounting and HR Department.
- Analyzing workflow processes

General Accounting Responsibilities:

- Maintaining financial records and reports
- Processing all entries related to accounts payable and receivables, including invoices and tax payments
- Managing general ledger entries and reconciliations
- Ensuring all transactions are properly recorded in financial management system
- Assisting with budget preparation and financial planning processes
- Performing monthly, quarterly and annual financial statement analysis
- Assisting with internal and external auditing procedures
- Resolving and preventing discrepancies in financial reports
- Complying with local, state, and federal government reporting requirements and tax filings
- Supporting the financial decision-making process by collecting, analyzing, and reporting financial data
- Perform monthly bank and credit card reconciliations
- Assist in the preparation of budget forecasts
- Analyze financial transactions and prepare detailed reports
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Prepare and deliver regular financial reports for upper management
- Assist in annual audits
- Stay updated on industry trends and changes in accounting policies

Coordination and Reporting

- Use qualitative and quantitative data to analyze and evaluate areas of responsibility.
- Generate weekly project status reports.
- Manage monthly company closeout process for Slater accounting.
- Coordinate with third party accounting for any issues and reporting requirements.
- Work with Slater executive staff to determine metrics for evaluating company performance.
- Generate specific metrics on processing activity.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

SKILLS & QUALIFICATIONS:

- Associates' degree in business, accounting, or related field
- Three years experience in accounting and/or similar roles.
- Competency with QuickBooks, SAGE 100, Procore, Paychex, ADP and/or virtual AP workflow solutions, expense reporting systems or similar accounting systems
- Strong Excel skills
- Data entry skills
- Comfortable with math and calculations
- Good listening and communication skills
- Attention to detail
- Strong ethics
- Ability to work independently and as part of a team

COMPETENCIES:

- **Diversity** - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- While performing the duties of this job, may be required to lift and store material that may be over 15lbs.

HYBRID WORK ELIGIBILITY: YES

The above is intended to describe the general content and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.