



Commercial & Residential Services since 1954

## **JOB DESCRIPTION**

### **AP Specialist**

#### **JOB PURPOSE**

The AP Specialist will be responsible for managing and processing payments to vendors and suppliers, ensuring timely and accurate payments. They will also manage and report on the company's financial information, ensuring compliance with accounting standards and regulations.

#### **JOB RESPONSIBILITIES**

- **Financial Statement Preparation:**  
Preparing income statements, balance sheets, AP, and cash flow statements.
  - **Account Management:**  
Reconciling accounts, supporting accounts payable processes, and managing company credit cards.
  - **Record Keeping:**  
Maintaining accurate records of transactions, ensuring compliance with financial regulations.
  - **Invoice Processing:**  
Entering, verifying, and reconciling invoices against purchase orders and receipts, ensuring compliance with company policies.
  - **Vendor Management:**  
Maintaining vendor information and relationships, ensuring accurate and up-to-date data.
  - **Tax Compliance:**  
Preparing ST-3s and other tax documentation to support accurate reporting and ensure compliance with tax laws and regulations.
  - **Inventory Coordination:**  
Assisting with inventory tracking and reconciliation to support accurate financial reporting and cost management.
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## **SKILLS/EDUCATION**

The AP Specialist must demonstrate the following skills/education:

- Problem solving
  - Effective verbal and listening communication
  - Attention to detail
  - Organizational skills
  - Written communication
  - Stress management
  - Time management
  - Familiarity with accounting software
  - Proficiency in Microsoft Excel
  - Relevant experience in accounting or finance is required
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## **PERSONAL ATTRIBUTES**

The AP Specialist must maintain strict confidentiality with financial and personal information. The AP Specialist must also demonstrate the following personal attributes:

- Honest and trustworthy
  - Respectful
  - Sound work ethics
  - Works well with others
  - Good interpersonal skills
  - Flexibility
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## **PHYSICAL DEMANDS**

This is primarily an office position, with little physical demand.

## **MENTAL DEMANDS**

There are deadlines associated with this position, which may cause significant amounts of stress. The AP Specialist must be able to maintain good customer service when dealing with a wide variety of people and vendors.

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## **PERFORMANCE REVIEWS**

The AP Specialist will receive performance reviews at intervals appropriate to their position and length of employment. Their success will be based on the following criteria:

- Ability to start, finish, and manage projects without guidance
- Development of processes and tools that streamline operations and cut costs
- Work ethic
- Communication with the team
- Ability to learn and apply new processes

## COMPENSATION PACKAGE

Salary	\$ 22.00-30.00 an hour based on experience
Status	Full Time
Employee health insurance	75% of employee plan
Simple IRA	Match up to 3% of Salary after 60 days
Schedule	5-day work weeks, 8:00am to 5:00pm
On call	No
Vacation	2 weeks, after 6 months employment
Holidays	8 paid holidays per calendar year

### Additional Compensation:

- Continuing education classes will be provided at Ron's Plumbing, HVAC and Electric's expense.
- Ron's Plumbing, HVAC and Electric will cover all expenses if you are to be traveling (Fuel, Room, vehicle and maintenance)
- Clothing allowance of \$300 per year