



# ZEBBY SULECKI, INC.

## CONSTRUCTION SPECIALISTS

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**JOB TITLE:** Accounts Payable Specialist

**DIVISION:** Finance/Accounting

**REPORTS TO:** Controller

**SALARY RANGE:** \$25 - \$29 Hourly

**EFFECTIVE DATE:** 10/21/22

**SUMMARY:**

Reporting directly to the controller, the Accounts Payable Specialist will be responsible for the accurate recording and monitoring of invoicing from vendors and subcontractors on ZSI Coatings & Carpentry Projects.

**DUTIES AND RESPONSIBILITIES:**

- Monitor the AP emails for payables and subcontractors.
- Review vendor statements
- Send payables through workflows to ensure Project Management or Executive Management approval of all payables.
- Reviews and processes all subcontractor payables, including the subcontractor payment applications and T&M work
- Ensures that subcontractor's payables are within contract constraints and mathematically correct

**SUPERVISORY RESPONSIBILITIES:**

- None

**EDUCATION AND EXPERIENCE:**

- AP Experience 2+ years

**COMPETENCIES:**

- Excellent verbal and written and communications skills
- Keen attention to detail with an ability to spot errors

**PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_