

Accounts Payable Specialist Job Posting

Northland Mechanical Contractors, Inc., a leading mechanical contractor in business since 1971 and is focused on providing the highest quality services and solutions to our customers in and around the upper Midwest. Putting our client's interests first, we work hard to not only meet but exceed our customers' expectations. Our highly trained staff are specialists in their fields and work as a cohesive team to deliver quality, dependable services to our clients.

We currently have an opening for a highly driven Accounts Payable Specialist to join our office team. To be successful in this role, you will have a strong aptitude for math and the ability to prioritize tasks.

Essential Functions:

- Process invoices using Sage 300 CRE
- Data entry into accounting and job files
- Manage vendor invoice payment schedule and prepare weekly check runs
- Reconcile vendor accounts
- Reconcile company credit cards
- Set-up new vendors
- Establish and improve business systems procedures and policies
- Support administrative staff with various projects and issues, as well as cross-train to support other positions

Qualifications/Skills:

- Proficient in MS Office
- Ability to master new software quickly and type 60+ WPM
- High mathematical competency
- Excellent time management skills and the ability to prioritize work
- Detail-oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization and dedication to completing projects in a timely manner
- A positive, courteous and helpful demeanor
- Desire to work in a team environment toward a common goal

Experience:

- 2+ years of Accounts Payable experience
- Mechanical industry experience is a plus
- Sage 300 CRE (Timberline) software experience is a plus

Benefits:

- Competitive salary
- Medical and Dental Benefits available
- Paid holidays
- Generous Paid Time Off program