

Accounts Payable Specialist

Comfort Systems USA—Central Texas is proud to be the leading mechanical contractor in central Texas for the past 30 years. We take great pride in delivering high-quality projects on schedule and in-budget by applying the latest technology, advanced construction techniques, and the LEAN work processes.

Position Summary: AP Specialist is responsible for the timely, complete, and accurate processing of the accounts payable cycle. The ideal candidate has prior work history in construction, contracting, or a related field.

Work Responsibilities:

- Perform Day to Day Financial Transactions, including verifying, classifying, computing, posting, and recording accounts payable items.
- Matching invoices against purchase orders and working with purchasing personnel to correct issues.
- Reconcile company credit card accounts and ensure that all payments are accounted for and properly posted.
- Process and code invoices daily and ensure correct coding and authorization on invoices.
- Process payment of invoices due in a timely manner; Help manage cash flow.
- Research and resolve any issues or discrepancies with invoices or vendor issues.
- Respond to vendor inquiries on status of payments and deal with vendor on any discrepancies or outstanding credit memo issues.
- Complete and Set Up new vendor credit accounts and collection of all necessary paperwork.
- Reconciliation of monthly vendor statements against invoices in accounting system
- Process monthly sales tax return for state of Texas
- Have Some Knowledge of Tax Requirements for Different Types of Construction Projects, Work Orders, etc.
- Assistance with any Audits; Meeting Processing & Reporting Deadlines.
- Tracking, Filing, and Processing Lien Releases; Subcontractor compliance.
- Assist in Resolving any Purchase Order Discrepancies.
- Process and Mail 1099's annually
- Filing, Other Administrative Duties, & Other Tasks, as Assigned

Work Qualifications:

- **Experience in the Construction Industry and Accounts Payable is required.**
- 2-4 years of experience, preferred.
- Bachelor's Degree in Accounting/Finance, helpful.
- Initiate tasks and execute accurately.
- Ability to administer several tasks independently and concurrently; Ability to prioritize and multi-task.
- Team player with self-confidence and professional presence.
- Posses a positive attitude and work ethic.
- Strong verbal and written communication skills.
- Strong Microsoft Office Skills, Especially Excel, required.
- Some Knowledge of Generally Accepted Accounting Principles (GAAP)

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Join our team and contribute to the success of our projects. We have a supportive work environment with a collaborative and innovative team. Apply today to be part of our dynamic team!

Comfort Systems USA CTX is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants regardless of race, color, religion, gender, gender identity, age, national origin, disability, pregnancy status, marriage and civil partnership, sexual orientation, veteran status, or any other characteristic protected by law. Reasonable accommodations will be made to meet the requirements of the Americans with Disabilities Act and will be provided as requested by candidates taking part in all aspects of the selection process.