



## **Accounts Payable/Receivable Manager**

### **Job description:**

Manage the Accounts Payable/Receivable department, which currently consists of one Accounts Payable/Receivable Assistant and one Front office, Accounts Payable support.

### **Position responsibilities:**

- Hire, train, evaluate, lead and develop A/P-A/R staff
- Supervise day to day activities of department
- Supervise and maintain electronic file storage
- Maintain positive relationships with homeowners, subcontractors and vendors with timely and accurate responses to inquiries.
- Monitoring compliance with company's procedures as they pertain to payables
- Responsible for all project payable transactions accuracy
- Primary liaison for liability insurance, including audits
- Prepare and file annual 1099/1096 forms
- Oversee and review receivables to homeowners and lenders
- Provide information and reports requested by Project Managers
- Other projects and duties as assigned
- Assist in establishing and revising Accounting department policies and procedures

### **Required skills:**

- Self-starter with ability to self-teach
- Ability to understand and solve varying problems without direction
- Working knowledge of Accounts Payable and general accounting principals
- Proficient with Accounts Payable and Receivable functions of Sage100 Contractor or similar construction accounting software
- Excellent communication and interpersonal skills with customers and fellow team members
- Ability to professionally compose reports and correspondence
- Organized with strong attention to detail and accuracy
- Ability to handle multiple priorities and deadlines with minimal supervision
- Strong management/leadership skills
- Proficient in Microsoft Excel and Word
- Team player/builder

### **Required experience:**

- Minimum 5 years construction job costing and loan draw experience
- Minimum 5 years accounts payable and accounting experience in a computerized environment
- Minimum 1 year management experience

For consideration, please email resume to [hiring\\_manager\\_2017@yahoo.com](mailto:hiring_manager_2017@yahoo.com)

*Sun West Custom Homes is proud to be an Equal Opportunity Employer and treats all individuals fairly and in accordance with all applicable laws. We offer a competitive salary and benefits package while creating a collaborative working environment.*

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