



**ACCOUNTS PAYABLE SPECIALIST
FULL-TIME
GENERAL CONTRACTOR
COMMERCIAL CONSTRUCTION**

R. C. Stevens Construction Company is the Southeast's construction industry leader in industrial process specializing in food/beverage, manufacturing, healthcare, and government markets. Incorporating our core values of quality, innovation, and integrity in all we do, we provide design-build services, general contracting, and construction management to our clients and partners. R. C. Stevens is a Cianbro Company. Cianbro is one of the highest-ranked contractors in the United States and is one of the largest open-shop, 100% employee-owned construction companies.

We are seeking a talented **Accounts Payable Specialist** with a background in the construction industry to join our team.

JOB RESPONSIBILITIES

- Reviews and processes subcontractor, supplier, and vendor invoices using three-way matching (Purchase Order, Order Receipt/Packing Slip, and Invoice)
- Review subcontractors' pay application information, retainage percent, or amount and verify that it contains a related waiver and release document
- Review and process vendor payments via ACH and/or checks
- Request and obtain valid W-9 and 1099s for vendors and vendor remits
- Maintain accurate cloud-based accounting file systems
- Additional miscellaneous duties to support project accounting needs
- Analyze tax amounts charged on miscellaneous invoices and purchase orders received nationwide to ensure the correct rate is paid and/or accrued
- Monthly review of Vendor and Credit Card Statements
- Respond to questions and inquiries from subcontractors, vendors, and the project team
- Support accounting in month and year-end closing
- Other duties as assigned/required

QUALIFICATIONS/REQUIREMENTS

- 1-3 years of accounting experience
- Construction accounting experience is strongly preferred
- Strong understanding of Florida Lien Laws, Waivers, NTOs, and COIs
- Comfortable working in a paperless environment
- Experience with sales and use tax calculations and accruals for multiple states
- Proficiency in Microsoft applications, especially Excel
- Experience working in multiple accounting systems (i.e., Oracle, Textura, Sage 300, Sage Paperless, Bluebeam, Omnidek, Procore, Ariba, Asana)
- Strong research and problem-solving skills
- Excellent customer service skills – both internal and external
- Strong communication skills – both oral and written
- Actively and effectively work in a team environment
- Detail-oriented, organized, comfortable managing multiple projects, and meeting tight deadlines in a fast-paced environment

Cianbro is an employee-owned, tobacco-free, equal-opportunity employer, we do not discriminate based on marital status, race, color, creed, gender, sex, religion, national origin, gender identity, age, veteran status, union affiliation, physical or mental disability, citizenship status, sexual orientation, genetic information, or other legally protected status.