

ACCOUNTS PAYABLE COORDINATOR

Are you looking for a rewarding career with one of the leading homebuilders in the St. Louis area?

OVERVIEW

The Accounts Payable Coordinator ensures that invoices are processed appropriately and efficiently within the pay cycle guidelines. This role is vital to retaining high quality trades, building relationships with suppliers, and protecting the organization against many risks.

This is a Full-Time Position: Monday - Friday

WHY ROLWES?



Health & Dental Insurance



401K Profit Sharing



Paid Vacation



Quick Hiring Process

ESSENTIAL JOB FUNCTIONS

- Review invoices for accuracy and approve or research, as necessary.
- Request approval from Project and/or Purchasing Manager for variance items.
- Set up and maintain trade partner records. Monitor and control trade partner insurance, W-9's, and lien waivers. Request updated information when necessary to ensure records are up to date.
- Monitor all back charges or invoice adjustments and communicate them to trade partners.
- Research all invoice inquiries and follow up, as necessary.
- Process accounts payables and prepare checks for review and approval.
- Process fast pay invoices within the allotted time frame.
- Review signed checks, collect lien waivers when applicable, mail or prepare checks for pick up.
- Prepare and request timely loan draws.
- Monitor and audit measurements for flatwork and other phases, as necessary.
- Review outstanding invoice reports and maintain score card monthly.
- Scan and organize all checks and supporting documentation to ensure easy reference.
- Update and maintain positive pay check register with the bank.
- Ensure 1099's are processed accurately in a timely and efficient manner.
- Perform back-up/lunch phone, clerical duties, and assist other employees as needed.

KEY ATTRIBUTES

- Great Attitude
- Friendly
- Organized
- Meticulous Attention to Detail
- Critical Thinking
- Excellent Planning and Prioritizing Skills
- Time Management
- Follow Up and Control
- Effective Communication

COMPANY ATTRIBUTES

- Honesty
- Integrity
- Team Atmosphere
- Hard Working
- Dedicated
- Goal Oriented
- Results Driven



ROLWES
Co.

The builder you trust®

(314) 821.9600 | ROLWESCO.COM

2200 BARRETT STATION ROAD, SUITE 100 | BALLWIN, MO 63021

Rolwes Company is an equal opportunity employer.