



## **Accounts Payable Specialist**

Location: Springfield, IL

Hours: 8:00 a.m. – 4:30 p.m. (Mon – Fri)

Salary: \$40,000 – \$65,000

### **Overview**

At O'Shea Builders, our passion for building comes from within. Whether it's constructing spaces perfectly suited for healing, teaching, or serving customers, we are driven to help our clients thrive. But that only happens because we are committed first to building an extraordinary team of talented people. Working at O'Shea means that you are part of a highly skilled team that is deeply committed to professional excellence, client service, and a whole lot of fun. If you are driven to create exceptional construction experiences, we have a fantastic opportunity for you that includes challenging work in a great environment.

This person is responsible for bringing a systematic, disciplined approach to evaluate and improve the effectiveness of the entire payable process. To be responsible for liabilities to third-party entities (suppliers, vendors, subcontractors, tax authorities, etc.) based on the credit policies agreed to between the company and its suppliers.

### **What you'll do:**

- Consistently maintain data entry processing volumes in accordance with the department's established productivity standards. Entering invoices for proper approval.
- Follow the company's standard operating procedures in conjunction with processing correct and accurate payables into Spectrum to ensure proper internal controls are always followed.
- Reconcile vendor statements to A/P System records and build/establish good working relationship with vendors.
- Review for tax exempt jobs, sales and use tax.
- Assist with month end duties to confirm all invoices are processed and accounted for prior to closing of period. Prepare accruals for accountants.
- Interact and communicate with internal and external customers and vendors to provide excellent service.
- Other duties as assigned.

### **What We Are Looking for in You:**

- Knowledge of construction-related accounting practices.
- Operates office equipment including personal computers, copiers, fax machines and 10-key calculator.

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- Ability to sort, check, count, and verify numbers.
- Ability to work in a fast-paced environment, prioritize and work efficiently.
- Ability to listen, communicate (written and verbal), excellent grammar, spelling and proof-reading skills and follow-up effectively with all staffing levels and clients/customers.
- Ability to work independently, self-starter, energetic.
- Ability to demonstrate good common sense and sound judgment.
- Flexibility to adapt to all situations.
- Strong organizational skills and attention to detail.
- Ability to maintain process control and hold others accountable to processes.
- Proficient with CMIC, Word, Excel, PowerPoint, Outlook, Adobe.
- Ability to get along with different personalities and be a fully contributing Team Player.
- Comfortable using computer, telephone switchboard, copier, fax, postage, and UPS.

### **Qualifications**

- High School Diploma or equivalent.
- Associate's degree, preferred.
- Minimum 5 years' administrative experience, construction experience preferred.
- 2 years' hands-on accounting experience preferred.
- Basic computer skills and word processing.
- Efficient with accounting software as well as Microsoft Office. (Word, Excel, PowerPoint), Windows, and Adobe. Willing to learn CMIC and Bluebeam.

### **What You'll Get**

- Encouraging Environment: You'll grow and learn in a supportive atmosphere.
- A Lively Culture: Access to our well-equipped fitness center and on-site personal trainer, the annual O'Shea Team Appreciation party, and more!!
- Competitive Wage: We attract the best and we pay them well.
- Casual Dress: Every day is "Casual Friday."
- Convenience: This position is located in Springfield, IL, an ideal hub to explore central Illinois while Chicago and St. Louis remain just a highway's drive away.
- Benefits: 401(k), 401(k) Matching, Bonuses, Health Insurance, Dental & Vision Insurance, Disability Insurance, Employee Assistance Program, Flexible Schedule, Flexible Spending Account, Life Insurance, Paid Time Off, Professional Development Assistance, and Profit Sharing.

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**Working Conditions**

Physical effort (up to 50 pounds), keyboarding, sitting, walking, lifting, carrying, reaching, handling, hand/eye/foot coordination, repetitive motions, talking, hearing, seeing. Able to adjust vision to bring objects into focus. Sedentary work. Occasional lifting/carrying up to 50 pounds.

**Interested?** Contact Shynisha Evans, Employee Development Coordinator at [sevans@osheabuilders.com](mailto:sevans@osheabuilders.com). Visit our website at [www.osheabuilders.com](http://www.osheabuilders.com).

*\*\*\*O'Shea Builders is an equal opportunity employer.*

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