



Accounts Payable Accountant

Department: Rush Financial Services
Reports To: Controller
FLSA Classification: Non-Exempt
Date: 02/08/2024

Summary:

The Accounts Payable Accountant is responsible for the financial, administrative and clerical support of company accounts payables and is expected to have the ability to pay attention to detail while entering high volumes of data. They are generally in daily communication with employers and vendors. This position requires one to be highly organized, accurate in their work, detail-oriented and task driven. Additionally, this individual must be time-aware, responsive to tight deadlines, and willing to adhere to strict schedules.

Company Profile

The Rush Companies is a diversified real estate organization comprised of six companies that work together to build and maintain communities. Since 1987, we have built structures and relationships *that last* thanks to our commitment to exceed expectations at every turn. While we have professionalism, integrity, resourcefulness, excellence, teamwork, and innovation carved into our cornerstones, our true key to success is the passion we wear on our sleeves.

Essential Duties & Responsibilities:

- Post business transactions, process invoices, verify financial data for use in maintaining accounts payable records
- Investigate and clarify any questionable invoice items, prices or receiving signatures
- Maintain copies of vouchers, invoices or correspondence necessary for files
- Receive and check all invoices for accuracy
- Assure all invoices are appropriately coded to the GL or job codes
- Initiate communication with vendors and subcontractors, as needed
- Assist in the preparation and analysis of annual 1099 reporting requirements
- Handling of accounts payable for multiple entities, software and vendors
- Establish and maintain relationships with new and existing vendors
- Ensure bills are paid in a timely and accurate manner while adhering to policies & procedures
- Verify invoices against purchase orders, prices, terms of payment and other charges
- Collect necessary subcontractor waivers when requested
- Prepare reports and obtain proper information regarding job and overhead accounts payable

Job Qualifications

To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Job Requirements:

- 1 -3 years in a high-volume data entry position
- At least 1 year of experience processing accounts payable is preferred
- Strong math skills/functionality
- Proficient in Microsoft Excel, Outlook, and Word
- Proficient with ten-key and keyboarding
- Industry experience is a plus

Essential Skills

- Ethical and honest
- Excellent written and verbal communication skills
- Analytical and problem-solving skills
- Detail oriented and well organized
- Self-motivated, proactive, and process-oriented
- Enjoys regularly working with others in a professional office environment and being part of a team
- Takes pride in work product and routinely meeting deadlines

Compensation

- Salary range: \$54,000 - \$74,000
- Benefits: Medical, Dental, Vision, 401 (k), 401 (k) matching, Employee Discount, Life Insurance, Paid Time Off, Tuition Reimbursement, Referral Program and Annual Bonus.0

Education

- High School Diploma or GED

Physical Requirements:

- Ability to lift boxes up to 25 lbs.

Our team members at The Rush Companies have a strong reputation for exercising integrity, good judgment and sound business practices in our dealings with clients, consultants, subcontractors and suppliers. We are committed to selecting only those individuals who share in our loyalties while also maintaining our standards of quality and safety.

For more information about The Rush Companies or the application process, go to:

<http://www.therushcompanies.com/rushcareers>

How to Apply:

Please send cover letter and resume to jobs@therushcompanies.com or via U.S. mail to:

The Rush Companies
c/o Human Resources
6622 Wollochet Dr NW
Gig Harbor, WA 98332

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.