



Job Posting: Accounts Payable Specialist

McDonald York Building Company, a Commercial General Contractor located in Raleigh, NC, is looking for an energetic, self-motivated Accounts Payable Specialist to join their team.

This permanent, full-time, non-exempt position is responsible for all aspects of Accounts Payable processing.

Duties will include, but are not limited to:

- Processing of accounts payable in a paperless environment
- Managing the invoice approval process
- Work closely with contract administration, project engineers and project managers to resolve missing, incorrect or incomplete information from vendors and/or subcontractors
- Acting as the primary contact for vendor inquiries
- Setting up new vendors and maintaining vendor records
- Reconciling vendor statements
- Prepare bank deposits and take deposits to the bank
- Preparing 1099's at year end

A qualified candidate will have excellent communication and interpersonal skills, be self-motivated and willing to work well with others as a team player. Excellent organizational skills, attention to detail and the ability to set and manage priorities are also requirements. This position reports to the Chief Financial Officer.

Required qualifications (resumes that do not meet these requirements will not be considered):

- 5+ years of recent experience processing Accounts Payable
- Experience processing Accounts Payable with Sage 300 CRE software
- 3+ years of recent experience in the Construction industry
- Proficiency in Microsoft Office products, particularly Microsoft Excel

McDonald York Building Company provides a complete and competitive benefit package. McDonald York Building Company is an Equal Opportunity Employer.