

CONSTRUCTION ACCOUNTS PAYABLE CLERK

Sustineo is a renewable energy construction company committed to excellence in workmanship, delighting our clients, and ensuring each project is successful for all project partners. Sustineo is looking for hardworking, qualified individuals that thrive in a team atmosphere. We are an industry leader in the solar business and continue to remain competitive because of our extraordinary teamwork and focus on creating clients for life.

Job Title: Accounts Payable Clerk
Reports To: Office Manager, Project Accountant
Location: San Diego, CA
Coordination: Data Collection & Entry, Job Costing, Review Invoices, Reporting

SUMMARY OF ROLE

In this role, you will support both our project administrators, office staff, and project accountants in entering all incoming invoices into the accounting system and ensure all vendor payments are processed correctly. This supporting role works closely with a team on collecting and entering information into our accounting system Sage 100 Contractor. Organization is the largest part of the roll and excellent communication with an office staff of 8 people. The support role begins with excellent communication and concludes with a successful project and a delighted client.

ESSENTIAL DUTIES AND RESPONSIBILITIES

DATA COLLECTION, FILING & DATA MANAGEMENT

- Scan, Code and Route AP Invoices through Sage Paperless
- Oversee document workflow
- Support the tracking of project deliverables
- Understand project scopes of work

PURCHASE ORDERS, INVOICING, FIELD APPROVAL (3-WAY MATCH) MANAGEMENT

- Match Invoices to receivers and POs
- Pursue and maintain approvals for invoices
- Ensure proper communication with our vendors and the project team toward addressing project goals
- Track project scope and coordinate with project managers

ACCOUNTING SUPPORT & LOGISTICS

- Ensure all necessary data is being coded to both the GL and job cost ledger
- Coordinate with project managers on financials
- Work with management to properly report project metrics for managers and senior staff
- Coordinate documents for billings, materials, and subcontractor costs

LIEN WAIVERS, INSURANCE, DOCUMENT SUPPORT & COMPLIANCE

- Subcontractor compliance: Insurance, Lien waivers and billing support
- Ensure all documents are properly inserted into Sage
- Ensure contract documents are executed properly and internal guidelines are being met
- Track weekly meetings and collaborate on project issues requiring attention

RELATED EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

Minimum Requirements

- Bachelor's degree or related project experience
- Strong computer, telephone, proofreading, and filing skills
- Highly organized individuals, that thrive in systematic and process driven environments
- Strong writing, documentation, and communications skills
- Ability to work efficiently, juggle multiple projects,
- Must maintain a calm professional demeanor and work effectively even under high stress and significant pressure from both internal and external objectives.
- Ability to work cooperatively in a team environment.

Shall Exhibit the Following Expertise

- Positive attitude with a focus on creating solid working relationships that foster long term client work
- Excellent PC computer skills, highly proficient in Excel, as well as the MS Office Suite, including PowerPoint, Access, and Word
- Excellent communication skills and ability to deal with vendors, field workers, and office staff
- Understanding of budgets, equipment, change orders, scopes of work, and job costs
- Ability to professionally deal with the public, vendors, and subcontractors on the phone.
- Attention to detail and a good understanding on cost types
- Understanding of construction projects, vendors, subcontractors, solar & electrical a plus
- Demonstrated knowledge of construction job costing
- Knowledge of construction materials
- Knowledge of Sage 100 Software preferred
- Knowledge of Sage Paperless Contractor preferred

BENEFITS

This position is a full-time position. The company offers standard health care plans for full time employees (which includes health, dental, and vision options), also available are: 401(k) plan, profit sharing based on annual company performance, and Health Savings Accounts (HAS).

OTHER PERTINENT INFORMATION

Position will be staffed full time in Southern California, at our San Diego headquarters. Candidate must be legally entitled to work and reside in the U.S.

If you are interested in joining our team, please submit your cover letter and resume to our HR department at: Careers@SustineoPlanet.com