

POSITION DESCRIPTION

ACCOUNTING SPECIALIST

Office Location: St. Louis, Missouri

Level: Experienced

Department: Centerline

Reports to: Controller

Supervises: N/A

Process accounts payable from receipt of invoice through distribution of payment. Provide specialized support and assistance for Accounting Department.

A. Essential Functions

1. Process full cycle accounts payable of Centerline Industrial.
2. Full Cycle purchase order processing from creation to payment.
3. Input Accounts Payable invoices in accounting system.
4. Process internal and external customer invoices.
5. Review and reconcile supplier statements.
6. Reconcile vendor statements, research and resolve discrepancies.
7. Issue customer account statements.
8. Assist with preparation of 1099 tax information reporting at year end and maintain W9 files.
9. Maintain the billing/payables email accounts.
10. Perform related duties as assigned.

B. Desired Qualifications

1. Associate's Degree in Accounting
2. Additional certifications that exemplify a desire for continued education preferred
3. Minimum 3 years' relevant work experience in accounting
4. Exceptional communication and interpersonal skills
5. Keen attention to detail and an aptitude for problem-solving
6. Able to proactively address potential issues
7. Ability to learn and master various computer programs
8. Significant hands-on experience with industry-specific software
9. Collaborative working style and team-player attitude
10. Able to work independently with little supervision
11. Highly motivated with a strong work ethic
12. Outstanding organizational skills and ability to prioritize tasks
13. Able to thrive in a high-volume, deadline-driven work environment
14. Experience in ComputerEase Construction Accounting Software – Preferred

COMPANY PROFILE

The UP Companies, one of the region's largest full-service MBE-Certified contractors, offers competitive, all-inclusive solutions for general contractors, owners and facility management professionals. Founded on the ideals of technical excellence, personal responsibility, collaboration and diversity, we pride ourselves on the ability to provide integrated solutions to all clients. Our mission is to exceed the expectations and experiences of our collaborators and clients by utilizing our unique corporate infrastructure to provide safe and innovative solutions, exceptional workmanship, technical excellence and integrity at every level. The UP Companies provides the Best Value per Square Foot.