

# Dawson

## Accounts Payable Specialist

Based out of Bellingham, Washington, Dawson Construction is growing and we are looking for an experienced, motivated **Accounts Payable Specialist** to join our team.

Our Accounts Payable Specialist will be responsible for processing, researching, reconciling and paying vendor invoices, employee expense reports and corporate credit cards. Reporting to the Controller, the person in this role will work closely with project teams and the payroll clerk.

### Essential Functions

- Creates and maintains vendor records and invoices in ERP software
- Reviews all vendor statements and ensures all invoices are received and recorded
- Processes credit applications and reseller permits
- Prepares analysis of accounts, as required
- Reviews all credit card receipts and enters them into the ERP software
- Creates and reviews the weekly check runs
- Review AP aging and unapproved invoice reports to make sure invoices are being paid on time
- Maintain and process W9's and 1099's
- Review and reconcile monthly intercompany transactions
- Assist with process improvements

### Qualifications

- High school diploma required; Associates degree and/or two years of accounts payable experience preferred
- Strong analytical skills with attention to detail
- Strong computer proficiency (MS Office Suite) and Ten-key proficiency
- Ability to work effectively in ERP system software (Viewpoint)
- Ability to work independently, handling multiple tasks and changing priorities while meeting non-negotiable deadlines
- Excellent written, verbal and interpersonal skills
- Excellent customer service skills

***Dawson offers competitive pay, excellent benefits, a culture of continuous improvement and opportunity for career advancement through continued company growth.***

Dawson has been in business for over 45 years with projects in both WA and AK. Our goal for every project is 'No Surprises'; we focus on clear communication and clear expectations throughout every project. We strive to provide an exceptional value in a professional, proactive and enjoyable manner. Please visit <http://www.dawson.com/> to learn more about our company.

### To Apply:

Please go to <https://careers-hrpsi.icims.com/jobs/2279/accounts-payable-specialist/login> to begin our online application process.