



Accounts Payable Lead

JW Fowler is a heavy civil contractor specializing in deep sewer pipelines and water/wastewater treatment facilities for communities on the west coast. From a small, family-owned and managed company, we've grown to serve the infrastructure needs of communities throughout Oregon, Washington, and California. Our passion for construction motivates the team to continuously grow and improve.

Specific Responsibilities

Fast paced accounting position, performs various accounting tasks to insure accurate and timely completion of work within multiple companies and divisions.

Qualifications

- Process invoices, receiving documents, etc, according to company policy
- Review all invoices for appropriate documentation and approval prior to payment
- Prioritize invoices according to cash discount potential and payment terms
- Process check requests
- Audit and process credit card and fuel bills
- Vendor Statement reconciliations
- Print AP checks weekly
- 1099 maintenance and year end closing / audit

Technical Knowledge

- Shall have the ability to: communicate with all levels of employee base either in written or oral form; understand the use of all types of office equipment to process workload efficiently; take direction and respond with the correct information on a consistent basis; and prepare or process technical information as needed.

Training and Experience:

- High School diploma or GED with at least 5 years verifiable experience in accounts payable position.

Physical Demands

Ability to stand or walk for long periods; use arms and hands to reach for, handle and manipulate objects; lift and carry materials weighing up to 20 pounds.

*J.W. Fowler is an Equal Opportunity Employer. **All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, or age.** In compliance with the American with Disabilities Act, the Company will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*