



AP Specialist/Office Administrator

Job Description – Supporting the Finance function in processing weekly accounts payable, inter-company transaction reporting and tracking and facilitating new employee on-boarding. Key responsibilities to include the following:

Financial and Vendor Operations

- Collecting trucker/driver tickets, coordinating approval with Scheduler, matching to invoices for Accounts Payable; filing in job folders
- Collecting material purchase tickets, matching to invoices for Accounts Payable; filing in job folders
- Process invoices accurately and ensure alignment with purchase orders, receiving documentation, and payment terms.
- Investigate and resolve invoice discrepancies by partnering with vendors and internal stakeholders.
- Assist with vendor onboarding, compliance documentation, and ongoing maintenance of vendor records.
- Build strong, professional relationships with both internal teams and external vendors to support smooth financial operations.

Reporting and Analysis

- Prepare and maintain key reports including open tickets and aged payables.
- Analyze accounts payable data to identify trends, inconsistencies, and opportunities to improve workflow accuracy and efficiency.
- Support leaders with reliable, timely accounts payable information for operational and financial decision-making.
- Recommend process improvements that reduce errors, strengthen controls, and improve overall efficiency.

Purchasing

- Company branded merchandise
- Office supplies

Contract Management

- Obtain certificates of insurance per contractor requests
- Obtain and verify sales tax exemption certificates provided by contractors

Human Resources

- Handling all employee applications
- On-boarding new employees

Other

- Managing Company sponsored events ie pre-season kick-off; Summer picnic; Christmas party
- Managing company VOIP system
- Other special projects as required

Requirements

- Detail oriented, organized and comfortable managing multiple priorities in a dynamic small office environment



- Experienced with Microsoft products, especially Excel
- Construction environment experience preferred.

This is a full-time seasonal (March-December) non-union salaried non-exempt position. We offer a competitive benefit and compensation package that includes health, dental, vision, 401(k) with company match, paid holidays, and paid time off.

A&J CONSTRUCTION is an equal opportunity employer, we do not discriminate based on marital status, race, color, creed, gender, sex, religion, national origin, gender identity, age, veteran status, physical or mental disability, sexual orientation, or genetic information.