



Accounts Payable / Receivable Specialist

Titan Electric is a national construction contractor with locations in multiple states. Titan maintains a strong reputation as a leading high-quality, customer-centric service provider which has resulted in strong financial growth over the last 20 years.

Reporting to the Controller, the Accounts Payable / Receivable Specialist will be an instrumental contributor to the daily operational accounting needs for our growing organization. The Accounts Payable / Receivable Specialist should demonstrate the ability and desire to “roll up his/her sleeves” and get into the details. Strong analytical skills will be the key to success.

Major Responsibilities:

- Accurately enter and maintain purchase orders to ensure correct pricing, quantity, billing, shipping, and freight
- Work with purchasing department to research and resolve invoice discrepancies and issues
- Process new vendor and vendor change requests
- Aids in past due invoicing reports and AP procedures
- Coordinate new projects with Project Managers and set up new jobs in accounting software
- Assist PMs with any issues regarding billings and create reports as needed
- Enter budgets into accounting software
- Create subcontractor’s project specific agreements and change orders
- Enter subcontractor invoices into accounting software
- Aid in collections and AR procedures
- Other ad-hoc reporting and data support as needed

Experience / Skills Required:

- Initiative and ability to manage multiple tasks as well as strong follow through skills
- Have analytical abilities, team working capabilities and be results oriented
- Strong organization and communication skills
- Knowledge of Microsoft Office with an emphasis on Excel
- Experience in the construction industry is a plus

Education:

- Bachelor’s degree in accounting or similar
- 2-4 years of experience in accounts payable/receivable or experience in a general accounting position.

Titan Electric is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Titan Electric makes hiring decisions based solely on qualifications, merit, and business needs at the time.