

ACCOUNTS PAYABLE I

ASHEVILLE, NORTH CAROLINA

Essential Duties and Responsibilities

Accounts payable reports to the Controller as part of the corporate office. Responsible for performing general accounting functions and other administration duties that may be requested. Responsibilities include but not limited to:

- Full cycle accounts payable, including detailed project / department coding of invoices
- Expense reports, project costing
- Track vehicle mileage and expenses
- Responsible for daily on-site remote deposit of incoming checks
- Review and post accounting logs for copies, telephone, postage, mileage, plots, etc. from branch offices
- Obtaining and matching receipts for Wright's Express fuel bill monthly for all company vehicles.
- AP, AR and contract filing
- Accounting department administration duties
- Responsible for order of routine office supplies
- Responsible for scheduling of routine maintenance for corporate office machines and calling for repair as needed.
- Interfaces extensively with administrative assistants at other office locations to ensure proper posting of accounting/billing logs and timely receipt at corporate office of AP receipts and invoices from branch offices.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Other duties as assigned

Minimum Education and Requirements

Minimum of a high school/GED diploma and 5 years of related accounting experience or an Associate's degree or equivalent from two-year college or technical school and 3 years of related accounting experience.

CERTIFICATES AND LICESES REQUIRED:

Valid North Carolina Driver's License

Benefits

- Competitive Salaries
- Medical, Dental, Vision, RX, STD, LTD, and Life Insurance
- 401k Matching Plan
- Vacation Pay
- Paid Holidays
- Paid Professional Development
- Performance Bonus Program
- Tuition Reimbursement
- Company Sponsored Social Events
- Review our benefits on our McGill Site at: www.mcgillengineers.com

How to Apply

To apply, please email a resume to recruiting@mcgillengineers.com. Please list "Engineering Associate – Civil Solid Waste Asheville" in the subject line of your email.

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