



## Job Description

**Position:** Accounts Payable Specialist

**Reporting:** Reports directly Accounts Payable Manager

**Purpose:** To ensure invoices are vouchered in a timely manner using three-way match in order to pay our vendors within terms. This position requires critical thinking as well as high attention to detail.

### Duties and Responsibilities:

- Print invoices and statements forwarded from general A/P email inbox
- Utilize SPEID software to import invoices into the Bistrack server
- 3-way matching between packing slips/POD's, vendor invoices and our system
- Voucher invoices in one of 3 software systems: BisTrack, Great Plains and Point of Rental
- Assign general ledger account distribution to invoices
- Work with other departments to rectify receiving and/or pricing discrepancies
- Ensure Purchase Orders are closed properly and in full
- Process payments according to various payment terms: discounts, at terms, wire payments
- Match invoices and supporting documents with check stubs
- Mail out vendor payments made via check and post EFT payments in Great Plains
- Reconcile vendor statements / special accounts monthly
- Research and clean up outstanding issues/past due invoices
- Vendor point of contact for payment inquiries and account discrepancies via phone or email
- Maintain vendor files
- Perform various data entry tasks
- Scan completed documents into computer software
- Assist with month end processes and reconciliations
- Assist with team member's accounts in their absence when needed.
- Attend weekly 1-on-1 meetings with Accounts Payable Manager for account discussions/assistance
- Responsible for reports or special projects as assigned by Accounts Payable Manager

### Required Education & Experience:

- 1-5 years in Accounts Payable
- Must possess strong oral and written communication, organizational and problem-solving skills
- Manage multiple tasks, meet deadlines in a timely manner
- Must have strong work ethic and dependable
- Detail oriented, professional attitude, reliable

- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness.
- Proficient in Microsoft Excel and Outlook
- High school diploma

**About Barnsco:**

Barnsco Texas, a member of the Kodiak Building Partners family, has been serving the concrete construction markets in Texas since 1984. We are a Texas-based company that offers rebar fabrication, full service post-tension, concrete construction supplies, and engineering services. Additionally, we provide equipment sales, rentals, and maintenance services.

At Barnsco Texas, our core values are at the heart of everything we do. We provide a unique environment that encourages individual growth and recognizes individual performance and hard work. Our management team is visible and accessible, ensuring effective communication. If you are seeking growth opportunities in a stable company, look no further than Barnsco Texas.

Please note that this job description does not imply that the listed duties are the only responsibilities of the employee(s) in this position. Employees will be expected to follow any other job-related instructions and perform any additional job-related duties as assigned by authorized personnel.

Barnsco Texas is an equal opportunity employer. We consider all candidates for employment, regardless of their race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.