



## Accounts Payable Administrator

Landesign is a leader in landscape maintenance and construction in the North Bay. Our company provides opportunities of advancement through training and continuing education. We're excited about what we do and seek to employ those that share our passion for the green industry.

### Position Summary:

We are currently seeking an Accounts Payable Administrator who will report to our Accounting Manager. This non-exempt position is responsible for supporting the organization's Accounting and Construction departments by implementing and maintaining administrative systems, procedures, and policies.

### Our Ideal Candidate:

- Is tech savvy, quick to learn new software applications and has prior experience with Quickbooks.
- Has at least 4 years of professional experience involving AP, collections, administrative support, clerical responsibilities, and reporting in excel.
- Ability to prioritize job responsibilities and thrive in a fast-paced environment
- Ability to work independently and manage multiple projects simultaneously
- Has a desire to make an impact by identifying inefficiencies and implementing solutions.

### Responsibilities:

- Enter Payables and maintain filing system
- Monitor Receivables aging report, call on past due accounts, send statements, and maintain files
- Reconcile Purchase Orders to monthly statements
- Support administrative functions to ensure efficiency, customer service, and accountability.
- Maintains software systems and performs receptionist duties (e.g., customer calls, front desk, and deliveries); prepares, receives, and distributes messages.
- Conducts data entry; produces dispatches for service calls received; maintains project lists and updates customer files.
- Maintains databases (e.g., mailing lists, contact lists, client information)
- Supports human resources and recruiting (job postings, new hire paperwork, employee identification, state and federal programs) and safety programs (e.g., MSDS, training, injuries).
- Provides excellent service (e.g., accurate, complete, and timely) to clients, vendors, and company staff in courteous and efficient manner

**To Apply:** Interested candidates must submit a resume via our online application form

### What We Offer:

- Competitive pay
- Holidays, Accrued Vacation, Medical, dental, vision, Simple IRA and other benefits
- Energetic, focused and collaborative work environment
- We are drug free and an Equal Opportunity Employer.