



Accounts Payable Specialist - Job Description

Company Summary:

Onyx+East is a residential developer/homebuilder that delivers well-crafted and designed homes to clients. We focus on building in walkable, lasting locations ensuring each property provides comfort, livability, convenience, viability, and practicality. We treat every home as a piece of art. We are committed to serving our clients through offering a quality project, maintaining transparent communication, and encouraging a relationship and exceptional experience, rather than a mere transaction. We are thinkers. We are visionaries. We are envelope pushers. We work towards ensuring our residents live with a sense of comfort, community, and sustainability.

Job Summary:

Onyx+East is looking for an Accounts Payable Specialist who will be responsible for general bookkeeping, accounts payable functions and assisting with processing the draw support documentation among other responsibilities. This individual will be applying accounting principles and procedures to prepare accurate and timely records and ensure appropriate accounting control for Onyx + East and associated operating companies. He or she will work to maintain high levels of accuracy and attention to detail in dealing with financial data. The Accounts Payable Specialist will be able to communicate and team with a variety of personalities and work together with the broader accounting team to provide a high level of customer services to both internal and external clients and vendors.

Key Job Duties and Responsibilities:

- Basic knowledge of accounting methods and practices, GAAP, and financial reporting.
- Act as a single point of contact for invoice submission for all market locations.
- Process invoices with a high level of accuracy and attention to detail.
- Flag and clarify any unusual or questionable invoice items or prices.
- Post transaction to journals, ledgers, and other records.
- Track expenses and process credit card and expense reports.
- Reconcile accounts payable transactions.
- Monitor accounts to ensure payments are complete and vendors are paid timely.
- Research and resolve invoice discrepancies and issues.
- Setup and maintain vendor files.
- Ensure compliance of vendor material such as insurance certificates, lien waivers and complying with pay applications or PO procedures.
- Correspond with vendors and respond to inquiries.
- Produce monthly reporting and assist with month end close.
- Work with team on coding and monitoring procedures.
- Provide analysis and explanation of account transactions.
- Assist in the preparation of draws support to lenders.
- Other duties as assigned.



Experience and Skill Requirements:

- Minimum of two years of experience in accounts payable or bachelor's degree.
- Knowledge of accepted accounting practices and principles.
- Proficient in Excel and ability to learn accounting systems.
- Bachelor's degree in accounting preferred.
- Ability to stay focused in a fast-paced, open environment.
- Ability to prioritize and manage a busy workload.
- High attention to detail.
- Ability to manage timing and meet deadlines.
- High level of planning and organizing.

Reports to: Controller