

FIRST GULF

Position: Construction Payables Coordinator

Reports to: Construction Accounting Supervisor

Duties and Responsibilities:

1. Code invoices and match with awarded amounts (Contracts, P.O.'s, C.O.'s or F.P.O.'s).
2. Compile invoices and applicable documentation for approval.
3. Input approved invoices into system.
4. Prepare cheque runs (including rush items) and attached supporting reports.
5. Ensure the timely payment of all crucial items (utilities, miscellaneous) on a weekly basis
6. Separate signed cheques and distribute as per instructions.
7. Liaise with project managers, site staff, suppliers and trades.
8. Prepare and input Back charges into system.
9. Prepare and compile documentation for Holdback release.
10. Prepare cheque runs for holdback release.
11. Reconcile sub-trade and supplier accounts.
12. Assist with corporate accounts payable duties, as required.
13. Digital filing of all workings
14. Special projects on request.
15. Provide supporting documentation for audits

Experience and Skills:

- Working experience with both Yardi Voyager and Yardi PayScan
- 2 – 4 years' experience in Accounts Payable
- Construction Industry exposure preferred
- Understanding of compliance documentation as it relates to the Construction Industry
- Good working knowledge of MS Products

All qualified applicants are encouraged to apply. Please forward your resume and cover letter to careers@firstgulf.com.