

## Accounts Payable Specialist

Department: Finance  
Reports to: Accounting Manager  
Location: Union City, CA  
Experience: 3-5 years  
Job Type: Full Time Employee (non-exempt)  
Education: Bachelor's Degree in Finance and 3 years' experience **or** equivalent work experience

Tournesol Siteworks is a national manufacturer of landscape products for green buildings based in the San Francisco Bay Area. We're currently searching for an Accounts Payable Specialist. We can promise you an interesting opportunity at the forefront of the Green Building market, a great place to work with a growing company, good benefits, and an interesting client base working on environmentally-conscious construction projects nationally. Because we're a tight-knit group, you need to be a team player to succeed here.

The Accounts Payable Specialist will work under the direction of the Accounting Manager to organize, code and input invoices into the company's accounting system ensuring proper record keeping, developing best practices and procedures, ensuring accurate and timely month-end close accounts payable tasks and reports. This position will also require knowledge of project accounting where candidates are responsible for ensuring that project orders are processed and billed accordingly. This full-time position is located in our Union City headquarters and manufacturing facility and will require some travel to other facilities. You will have a direct hand in ensuring employee relations align with organizational objectives by performing the following duties.

### Essential Duties / Responsibilities

- Review all invoices for appropriate documentation and approval prior to payment
- Sort and distribute incoming mail
- Process purchase orders, matching invoices to line items
- Process vendor payments, including employee reimbursements
- Reconcile and process credit card bills
- Match invoices to checks, obtain all signatures for checks and distribute accordingly
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Work with sales team and project managers on custom projects
- Gather pre-lien information and respond with job notices as needed
- Review owner contracts and identify contractual terms for billing purposes
- Coordinate the owner billing process with the project team
- Assist with other projects as needed

### Important Skills and Abilities

- Manufacturing or construction background preferred
- Experience processing liens in various states preferred
- Excellent communication skills both written and orally
- Detail oriented
- Computer literate, familiar with MS Word and Excel
- Enjoy being part of a team, but also feel comfortable working on your own and taking initiative
- Possess excellent documentation skills

Tournesol Siteworks provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Tournesol Siteworks complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. You should have sufficient education, training and/or work experience to demonstrate possession of these skills. This would typically mean a bachelor’s degree and a minimum of three or more years previous experience, or equivalent work experience.

Most importantly, we’re looking for individuals who are organized, thorough, and think for themselves in the workplace. You’ll be working on many projects, and will be expected to keep them all moving forward. You’ll need to be comfortable working on a computer and in a manufacturing environment. You should enjoy a small-business environment where your performance makes a difference every day. You’ll need to be self-directed, and be able to make decisions without continuous supervision.

**Physical demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless accommodation would cause undue hardship to the business. While performing the duties of this job, the employee is regularly required to:

	Physical Demands																	
	Lift/Carry				Push/Pull				Bend									
Frequency	< 10 lbs	11-20 lbs	26-40 lbs	41-100 lbs	< 12 lbs	13-25 lbs	26-40 lbs	41-100 lbs	Squat/kneel	Sit	Walk	Stand	Climb	Crawl	Reach above shoulder	Handling / Fingering	Twist/Turn	Keyboard
Occasionally	X	X	X	X	X	X	X	X	X				X	X		X		
Frequently											X	X			X		X	
Constantly										X								X

Occasionally – Activity or condition exists 1/3 of the time

Frequently – Activity or condition exists from 1/3 to 2/3 of the time

Constantly – Activity or condition exists 2/3 or more of the time

“Frequently” or “Constantly” are ESSENTIAL elements, or demands occurring in the job since they exist, in general, more than half of the time. Physical demands which are designated “Occasional” may be considered essential depending on other conditions.

You’ll be well rewarded with an annual salary depending upon your experience, vacation, full healthcare, 401k, and other attractive benefits upon completion of the requisite period of employment. We take good care of our people, and folks that fit within the group and perform, tend to stay for a long time. You can check us out at [www.tournesolsiteworks.com](http://www.tournesolsiteworks.com). If you are interested, please send a MS Word or PDF copy of your resume and salary history to [jobs@tournesolsiteworks.com](mailto:jobs@tournesolsiteworks.com). Please do not send in more than one; we receive many responses. We’ll do our best to respond within 3-5 business days for those candidates considered for the position.