



Job Title: Accounts Payable Specialist  
Reports To: CFO  
Department: Support Services

### **Job Summary**

The AP Specialist is an integral part of Garmong's team and must demonstrate sound business sense, technical knowledge, leadership, organizational ability, time management, communication skills, and have a professional client service technique. The AP Specialist is responsible for all things Accounts Payable and must have a desire to learn, find answers, and take personal responsibility for quality, timeliness and process improvement. High attention to detail and an ability to prioritize responsibilities is a must. This position is based in our Indianapolis location (but consideration may be given to our Terre Haute location).

### **Responsibilities Include:**

- Process and enter all invoices, subcontractor pay applications and check requests into Viewpoint, which is our accounting ERP
- Troubleshoot errors in invoices and research discrepancies to ensure quality and accuracy
- Post payments to the general ledger through overhead or job cost
- Work with Project Accountants and CFO on releasing payment to subcontractors
- Keep track of recurring monthly invoices, credit card statements and expense reimbursements
- Manage and ensure timely payment for all utility, rental, and other overhead expenses
- Be a front line of support to internal and external customers about any issues preventing payment
- Ensure timeliness of online payments to a variety of vendors, sales & use tax, child support, etc.
- Assist with special projects and other duties as requested

### **Requirements**

- At least 3-5 years of experience in the field or in a related area with similar requirements above
- Must be a confident communicator verbally and in writing
- Proficiency at the intermediate level in Adobe Acrobat and Microsoft Office

### **Preferred Experience/Qualifications/Characteristics**

- Viewpoint Construction Software knowledge preferred
- AIA Construction Software knowledge preferred
- Previous experience in a construction environment is highly desirable but not required

We offer competitive wages and benefits, including medical, dental, vision, life insurance, long term disability, paid time off, 401k with company match, and much more.



***SUBMIT RESUMES*** to Garmong's Human Resources Department, [hr@garmong.net](mailto:hr@garmong.net). Include **ACCOUNTS PAYABLE SPECIALIST** in the subject line.

**About C.H. Garmong & Son, Inc.**

Founded in 1923, and guided by 4th generation leadership, Garmong specializes in the construction management and design-build delivery systems for both public and private sector clients. With offices in Indianapolis, Terre Haute, and Evansville Indiana, Garmong is one of Indiana's premier, negotiated-work, fast-track, commercial-industrial contractors.

Garmong has twice, in the past four years, been recognized as one of the fastest growing private companies in the Indianapolis area by the Indianapolis Business Journal and has been a General Contractor of the Year nominee for four consecutive years through the Indiana Subcontractors Association. Additionally, over the past decade, Indiana University has recognized a Garmong company on four separate occasions with the Kelley School of Business Top 100 Growth Award, Garmong was presented with the 2008 Governor's Half Century Award for longevity and community service and was recognized as a finalist in the Indiana Companies to Watch program presented by the Indiana Economic Development Corporation, its Small Business Development Centers and Purdue University. For all other things Garmong, please check out our website: [www.garmong.net](http://www.garmong.net)