

## HPM Building Supply

### Job Description

<b>Job title:</b>	Accounting Specialist	<b>FLSA:</b>	Non-Exempt
<b>Location:</b>	Keaau (Corporate Office)	<b>Reports to:</b>	Controller
<b>Department:</b>	Accounting	<b>Last Updated:</b>	05/25/2021

### Job Summary

The Accounting Specialist provides financial, administrative, and clerical support by ensuring payments are completed and expenses are controlled by receiving, processing, verifying, and reconciling invoices in an efficient, timely and accurate manner. The Accounting Specialist must also provide support by maintaining account balances and the general ledger.

### Essential Functions

- **Daily and Month End General Ledger Reconciliations**
  - Prepare daily and monthly general ledger account reconciliations
  - Ensure accuracy and timeliness of reconciliations
  - Ensure accounts are balanced and accurate
- **Accounts Payable**
  - Ensure that payments to vendors are processed, verified, and reconciled while maximizing discounts
  - Reconcile processed work by verifying entries and comparing system reports to balances
  - Maintain and create vendor files
  - Research and resolve invoice discrepancies and issues
  - Communicate with Controller any issues or concerns that arise
- **Special Projects**
  - Help develop and document business processes and accounting policies to maintain and strengthen internal controls
  - Assist with year-end audit and tax support as necessary
  - Assist in streamlining the accounts payable process
  - Other projects and responsibilities may be added at the company's discretion

### Job Requirements and Qualifications

**Education and Training Requirements:** AS degree in Accounting/Business or equivalent experience

**Knowledge and Ability Requirements:**

- Intermediate computer skills, including the ability to effectively use Microsoft Word, Excel, and Outlook
- Ability to effectively communicate both verbally and in writing
- Requires financial and accounting knowledge and experience
- Aptitude for numbers and quantitative skills

**Experience Requirements:** Accounts payable or Accounting experience a plus

**Other Information**

- Punctuality and regular attendance are mandatory
- Strict adherence to impeccable safety standards is a must
- Hours are Monday-Friday with some additional time on a project basis
- Work environment is air-conditioned office environment

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**Owner Signature**

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**Manager Signature**

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**Owner Name (please print)**

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**Manager Name (please print)**

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**Date**

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**Date**

*Note: We use the term "owner" instead of employee since we are 100% employee owned!*