

## **JOB POSTING**

### **ACCOUNTS PAYABLE SPECIALIST**

Job # 2601

#### **ABOUT HKIT ARCHITECTS**

HKIT Architects is a design firm based in downtown Oakland which has been servicing the Bay Area for over 75 years. The firm is known for its work with TK-14 educational facilities, affordable housing and other community-based work. Our mission is to create meaningful, sustainable environments through beautiful and functional design that strengthens communities.

We encourage qualified applicants to apply to join our dynamic, diverse mid-sized firm of professional staff dedicated to supporting our mission.

For more information view our website: [www.hkit.com](http://www.hkit.com)

#### **POSITION SUMMARY**

We are looking for a self-motivated, and energetic Accounts Payable Specialist with prior experience in the A/E/C industry to support the finance department.

This role is full-time in-office with the possibility of hybrid work after introductory period. The position reports to the Controller.

#### **POSITION RESPONSIBILITIES** may include but may not limited to:

- Entire accounts payable process: entering invoices, reconciliation of credit card, creating new vendors, issuing checks, certificates of insurance, in an accurate and timely manner as directed.
- Analyzes incoming invoices with understanding of overhead, allowable/non-allowable expenses and contract terms and conditions.
- Maintain and reconcile accounts payable ledger to validate charges and ensure accurate and timely payments.
- Assist Project Accountant with preparation of Consultant Authorizations, AIA agreements, service/work orders, provide invoice backup, scanning and filing. File preparation and maintenance of contract and billing documents.
- Work with Insurance Brokers to track/request/maintain Certificates of Insurance for Clients/Consultants.
- Reconcile incoming consultant invoices against work authorizations for accuracy and adherence to budgets. Responsible for working with the Consultant, Controller and Principal for resolution of any anomalies.
- Process employee expenses reports and timesheets.
- Maintain project files on the server, Deltek Vantagepoint, and in office.
- Prepare annual 1099's and work with Controller to coordinate completion of other year-end tasks.
- Monitor/respond to the accounting email inbox requests throughout the day.
- Perform various clerical accounting and essential tasks as necessary for the position and as directed by Management.
- Maintain quality working relationships with all internal and external customers, demonstrating positive, professional, and efficient handling of issues.
- Archive accounting files and assist with offsite storage requisitions/logistics.
- This position's work is closely managed. Works on projects/matters of limited complexity in a support role.

### QUALIFICATIONS AND SKILLS

- 2-5 years of related experience in A/E/C Industry
- Knowledge of GAAP
- Proficiency in MS Office (Excel skills required)
- Experience using Deltek Vantagepoint a plus
- Exceptional organizational and follow-up skills
- Strong written and oral communication skills
- Can-do attitude with the ability to work independently, take initiative, prioritize own work and frequently update status of assigned tasks.
- Must be able to maintain strict confidentiality rules.

### COMPENSATION AND BENEFITS

The annual pay range for this role will be \$63,000 - \$74,000. HKIT Architects offers eligible employees a rich benefit package including medical, dental & vision insurance, life, LTD & STD insurance, FSA and 401k plans.

### HOW TO APPLY

Interested applicants should send a cover letter, resume and portfolio to [careers@hkit.com](mailto:careers@hkit.com). Subject must include **Job # 2601**.

No calls or third-party recruiting firms/consultants please.