



Building Relationships Since 1957.

A photograph of an office desk. In the foreground, a yellow hard hat is out of focus. In the middle ground, a spiral-bound notebook with a green cover and a silver pen are in focus. The background shows a white desk with other office supplies, also out of focus.

If You Have the Motivation,  
We Have the Destination.

## Position: Accounts Payable Clerk

J&S Construction® is a fourth generation, family-owned and operated, General Contractor that employs approximately 80 of the finest craftsmen and trade professionals in the industry. Our diverse portfolio includes new construction and renovation services for commercial, healthcare, religious, government and industrial facilities. Having completed more than 250,000 square feet of LEED® certified space for private owners and government entities, we are also one of the foremost builders of LEED-certified buildings in Tennessee.

Located in Middle Tennessee, J&S Construction is strategically placed to provide services to the Southeast as well as various other states. Having completed projects from Kansas to Florida and Texas to Virginia, J&S Construction is able to perform general contracting services in more than 30 states.

The majority of our work is completed within 100 miles of our corporate headquarters, located in Cookeville, Tenn. We are one of the oldest and largest construction companies between Nashville and Knoxville. Our strategic plan is not to be the biggest, but to be the best, and to be large enough to successfully serve all of our clients' needs. We have a repeat client rate of over 75% each year and 99.6% of our clients, at the conclusion of their projects, say they will use J&S Construction on their next project.

We are an innovative company that operates on a four, 10-hour day schedule to allow our team members the opportunity to be home with their families every Friday. We are passionate about our work and the level of service that we offer our clients and are looking for a Accounts Payable Clerk who will share that same passion and be committed to the J&S Construction Team.

The Accounts Payable Clerk will be responsible for financial, administrative and clerical support, making payments owed by the company to suppliers and other creditors, paying vendor invoices or bills, and recording the company's short-term debts. This position is vital for the smooth functioning of the accounting department. To work in Accounts Payable, the employee must apply accounting principles and handle work that is analytical, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice. Applicants are expected to have the ability to pay attention to detail and enter a high volume of data.

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## Qualifications / Requirements

- Reviews and enters invoices ensuring accuracy and resolves discrepancies.
- Communicates with stakeholders in a positive, clear, effective, and timely manner.
- Sets up new vendors and updates existing vendors.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Greets stakeholders; determines the purpose of each person's visit and directs or escorts them to the appropriate location.
- Answers, screens, and directs phone calls to staff.
- Receives mail, documents, packages, and courier deliveries and distributes items accordingly.
- Performs administrative and clerical support tasks.
- Other related duties as assigned.
- Must be reliable and extremely trustworthy.
- Must be proficient in Microsoft Office Suite or related programs.
- Must be able to learn accounting software system(s).
- Excellent communication, interpersonal, and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- High school diploma or equivalent required; Business or Accounting degree preferred.
- Accounts Payable experience required.
- Certified Accounts Payable Professional (CAPP) certification preferred.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 30 pounds at times.



## Company Benefits

- Three-Day Weekends Most Every Week
- Medical, Dental and Vision Plans
- 401K Program with Matching Employer Contributions
- Short and Long Term Disability Insurance
- Paid Vacation and Holidays
- Team Share Profit Sharing Bonuses Paid Twice Annually
- Ongoing, Company-Sponsored Education and Training
- Unlimited Opportunity for Personal and Professional Growth

If interested in joining the J&S Construction Family, send your resume and cover letter to [careers@jsconstruction.com](mailto:careers@jsconstruction.com).

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