



Accounts Payable Specialist

Primary Duties

- Reviews all invoices for appropriate documentation and approval prior to payment
- Records all expenses to accounts and cost centers by analyzing invoices and expense reports
- Maintains and updates vendor information
- Routes invoices for appropriate approval from management
- Process all invoices for payment
- Works with outside vendors to resolve any conflicts for outstanding invoices
- Manage, reconcile and track all project billings and change orders.
- Matches invoices to checks and processes weekly checks and applies wire payments to open payables
- Participate in various functions related to the monthly close process
- Assist with software implementation processes.
- 1099 maintenance and preparation
- Maintain Accounts Payable
- Other duties as assigned

Requirements

- College degree not necessary with work experience.
- Ability to develop competence in own area by performing structure and/or routine work.
- Basic knowledge of accounting, financial theory and financial analysis techniques.
- Works extremely well with others, at all levels of the company, to a achieve team goals, excellent written and verbal communication skills while maintaining confidentiality at all times
- Excellent PC skills, Microsoft Office and other business related software. TCM experience a Plus.
- Ability to work in a fast paced, ever changing work environment.
- Well organized, analytical and ability to prioritize tasks and make appropriate decisions.
- Knowledge of the construction industry a plus.

Please send a cover letter and resume to e.hauptly@forino.com for consideration.

About - Forino Co., L.P.

Since the inception of The Forino Co., L.P. in 1975, our clients have come to know the Forino Company as a High Value, Custom Residential Builder in Berks, Schuylkill, Lancaster, and Montgomery Counties in Pennsylvania in addition to Jasper and Beaufort Counties near Hilton Head Island, South Carolina. Forino is proud of the accomplishment of exceeding \$1.2 Billion in gross sales throughout their history, primarily from the 7,120+ homes built since we put the first shovel in the ground over 40 years ago. Our core philosophy has always been to maintain integrity, ingenuity, collaboration, and responsiveness. Forino has evolved from being just a Residential Home Builder into a Full-Service

Construction and Property Management Firm that can provide a multitude of construction, project management, and engineering services for large-scale new construction projects.

The Property Management division at Forino has a portfolio in excess of 250 units to date. Forino has been a growing name in the multifamily apartment complex building scene throughout Pennsylvania since 2012 and continues to increase unit production volume year over year. Forino is currently planning strategic partnerships in Beaufort County, SC and the Savannah, GA markets to expand their multifamily building capabilities into these rapidly growing markets where demand far exceeds the supply of rental housing.