



### **Accounts Payable Accountant**

Venture is a full-service general contractor with a diverse portfolio of projects and clients. We provide comprehensive construction services for commercial, multi-family residential, and hospitality projects. We excel at sensitive historic renovations and cutting-edge tenant improvements. Venture expertise spans design-build, pre-construction, program management, and sustainable construction. Across all services, our approach is collaborative, fostering communication among our team members, subcontractors, and project stakeholders.

We are currently hiring an Accounts Payable Accountant to join our Accounting team. The Accounts Payable Clerk will assist with the day-to-day functions of the accounting department, with a focus on Accounts Receivable and Accounts Payable.

Key responsibilities include, but are not limited to:

- Data entry of accounts payable vendor and subcontractor invoices; verifying that invoices are approved and coded.
- Investigate and resolve problems associated with processing of invoices.
- Reconcile various accounts by identifying errors in posting or omissions by applying appropriate accounting standards.
- Collect subcontractor disbursement information from project accountants, print subcontractor and vendor checks.
- Review and verify all purchase orders, statements, and invoices needed to prepare payments.
- Reconcile bills and balance vendor accounts, identify and resolve any discrepancies.
- Track all payment and transaction records.
- Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
- Research outstanding vendor account balances and overdue invoices.
- Record cash receipts in accounts receivable upon receipt
- Maintain gross billings log as bills are submitted to clients
- Backup and support for payroll processing
- Collaborate and provide support to the Accounting department
- Other duties as assigned.

Venture has a comprehensive benefits package: 100% employer paid medical, dental, and vision coverage for employees, 401k, PTO, and more.

To apply, please send your resume to [jobs@ventureseattle.com](mailto:jobs@ventureseattle.com).