



## ACCOUNTS PAYABLE SPECIALIST

### Rush Commercial Construction

The AP Specialist is primarily responsible for the accurate processing of Accounts Payable (AP). The Specialist will be focused on data entry and processing a high volume of payables for Rush Commercial Construction (RCC). The incumbent in this position is required to be highly organized, accurate in their work, detail-oriented and task driven. Additionally, this individual must be time-aware, responsive to tight deadlines, and willing to adhere to strict schedules.

### Company Profile

The Rush Companies is a diversified real estate organization comprised of six companies that work together to build and maintain communities. Since 1987, we have built structures and relationships *that last* thanks to our commitment to exceed expectations at every turn. While we have professionalism, integrity, resourcefulness, excellence, teamwork, and innovation carved into our cornerstones, our true key to success is the passion we wear on our sleeves.

### Scope of Responsibilities

#### Accounts Payable Responsibilities

- Verify all payment applications
- Assure all invoices processed are appropriately coded to the GL and job codes
- Assure all invoices are paid within specified timelines
- Assure all charges are appropriate
- Collect necessary subcontractor waivers
- Issue Forms 1099 at year end
- Account reconciliations completed accurately and on-time, as needed
- Phone calls initiated with vendors and subcontractors, as needed
- Prepare and distribute ad-hoc reports and analyses as requested/necessary

#### Credit Applications/Vendor Account Set Up

- Complete all vendor credit applications
- Collect vendor information as necessary

In addition, significant contact with internal employees and non-accounting staff is required. The incumbent will need to regularly display strong diplomacy, patience and flexibility.

The duties and responsibilities listed are not comprehensive and, as with all positions at The Rush Companies, the position and/or its responsibilities may change over time based on business needs.

### Position Qualifications

To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Skills/Experience

- 1 to 3 years in a high-volume data entry position
- 6 months to 1-year experience processing AP
- Strong math skills/functionality
- Proficiency with ten-key and keyboarding
- Proficient in Microsoft Excel, Word and Outlook
- Good verbal and written communications skills
- Are You the Right Fit?
  - Self-motivated, proactive and process-oriented
  - Enjoys regularly working with others and being part of a team
  - Takes pride in work product and in routinely meeting deadlines
  - Have schedule flexibility to work occasional evenings and weekends to support events and deadlines
- Education
  - High School diploma
- Physical Requirements
  - Ability to lift boxes up to 25 lbs

**How to Apply:**

Please send cover letter and resume to [jobs@therushcompanies.com](mailto:jobs@therushcompanies.com) or via U.S. mail to:

The Rush Companies  
c/o Human Resources  
6622 Wollochet Dr. NW  
Gig Harbor, WA 98335

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