



Job Title: **Staff Accountant** (Accounts Payable and Human Resources)
Department: Accounting
Reports To: CFO
Employment Type: Full-time

About the Job

The Staff Accountant is responsible for Accounts Payable and Human Resources Assistant. They will assist with the process of the weekly AP check run and enter and maintain invoices in the AP system. Also, this Staff Accountant will assist Human Resources by setting up and maintaining Employee files in our system.

Essential duties and responsibilities including the following. Other duties may be assigned.

- **Accounts Payable:**
 - Sort and Distribute mail
 - Print, post vendor invoices
 - Upload Purchase Orders to System
 - Weekly check run for payables
 - Reconcile credit card statements
 - Month-End Closing
 - Update all vendor certificates of insurance and W9's
 - Process 1099's annually
- **Human Resources:**
 - Set up all new employees in System
 - Update employee information/pay as needed
 - Set up/maintain insurance and cobra for new, existing and exiting employees
 - E-verify and set up new employees with the state of TN New Hire (and sometimes MS).
 - Set up and maintain any new child support deductions and help with garnishments

Qualifications & Requirements

- Associate's or bachelor's degree in related field
- Experience with Accounting software
- Competency in Microsoft applications including Word, Excel, and Outlook
- Excellent written and verbal communication skills
- Good time management skills
- Handles Pressure
- Ability and willingness to learn
- Driven, self-starter
- Quick learner
- High Autonomy
- Sound decision maker
- Can always present themselves and the company professionally
- Attention to detail

About CoBuilt:

Our focus has been in Manufacturing, Warehousing, Commercial Structures as well as additional industries. In short, "the engineered supply chain facilities solutions provider of choice ". Our continued growth in these markets has created an opening for an aggressive, skilled Sales Manager.

CoBuilt is an independently owned steel fabrication company located downtown in the distribution capital of the country, Memphis, Tennessee. We specialize in designing, engineering and fabricating steel structures, mezzanines, platforms, and additional support components. Key industries include Manufacturing, Warehousing and Commercial Structures. We are considered "the engineered supply chain facilities solution provider of choice." Our vision is to change the way clients experience project collaboration by exponentially reducing time and money spent with our concept for steel solutions development.

Utilization of 3D modeling and design software enables us to streamline and digitally share information with clients throughout all phases of the project – without the burden of countless paper drawings and management of multiple suppliers. CoBuilt serves as the hub of project management, 3D designs and engineering, and fabrication.

To learn more, view our website at cobuilt.com.

ONLY APPLICATIONS THAT INCLUDE A RESUME WILL BE CONSIDERED. Please, no phone calls.