

Corporate Office
 1066 West Third Avenue
 PO Box 11
 Shakopee, MN 55379
 Phone: 952-445-4143
 Fax: 952-445-4337
 www.dannysconstruction.com

Chicago Regional Office
 86 North Bridge Street
 Gary, IN 46404
 Phone: 219-883-8821



Southern California Regional Office
 13250 Florence Avenue
 Santa Fe Springs, CA 90670
 Phone: 213-718-6199

Northern California Regional Office
 One Avenue of the Palms
 Building 1, Suite 156
 Treasure Island
 San Francisco, CA 94130
 Phone: 415-772-1991



DANNY'S CONSTRUCTION COMPANY, LLC
Job Description

Position:	Accounts Payable Specialist
Reports to:	Vice President of Finance
Designation:	Non-Exempt, Full Time
Hours:	Monday-Friday, 8:00 a.m. – 4:30 p.m.

Responsibilities

- Review invoices for appropriate documentation, compliance with company policy, and approval prior to payment
- Code invoices, route invoices to managers for approval, approve invoices for import into the accounting software, select invoices for payment, and process payment distribution
- Responsible for researching and maintaining sales and use tax compliance
- Calculate and track multi-state, multi-local sales and use tax for projects and purchases
- Maintain records and submit filings for multi-state, multi-local sales and use tax reports and audits
- Track and prepare vendor tax status, lien waivers, and certificates of insurance
- Manage company credit cards and credit card transactions
- Responsible for positive pay and ACH management on assigned bank accounts
- Set up and maintain vendor accounts
- Respond to vendor and internal inquiries
- Reconcile vendor statements
- Prepare year end reporting requirements, including 1099's
- Other duties as requested by Vice President of Finance

Required Skills

- Proficient in Microsoft Office including Excel and Word
- Professional verbal and written communication skills
- Organize, prioritize, and meet multiple deadlines
- Strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Thorough knowledge and familiarity of standard accounting policies, government regulations, and tax requirements
- Ability to work independently and with a team to complete tasks with a high degree of accuracy and thoroughness
- Must be able to follow standard company procedures
- Performance of the job duties requires the physical ability to be able to read, produce, and understand content related to the assigned job duties. Position requires the ability to communicate professionally in both written and verbal forms in person-to-person and technology enabled formats. Position requires an employee to work

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CERTIFIED ADVANCED STEEL ERECTOR



STEEL ERECTION SPECIALISTS

from a desk for extended periods of time with heavy computer input and usage. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

Danny's Construction Company, LLC is an AISC Certified Advanced Steel Erector. Monitoring of procedures, planning, and documentation required to maintain this level of certification is a duty of all Danny's Construction Company employees. Your input and suggestions for continuous improvement are welcome.

I understand the description of this job and the essential functions, as given above. I also understand that not all of the duties are described above, and that I will perform those above and other related duties as directed by my supervisor and management. I further understand that employment is at-will, and that either I or my employer may terminate the employment relationship at any time.