

# Accounting Administrator

## Monterey Mechanical:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 80 years of continuous service, we are passionate about providing our employees opportunity for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

## We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary

## Position Summary:

Supervised by Accounting Manager; provide administrative support to the accounting department.

## Responsibilities:

- Match invoices to receiver and purchase order for entry in Accounting System
- Obtain proper release from subcontractors and suppliers.
- Assists and responds to vendors and company managers' inquiries related to procedures for invoices, coding, payment schedules, and special project needs, as necessary.
- Manage Textura lien waiver requirements from subcontractors and vendors. This includes contacting subs and vendors for specific lien waivers, monitoring pending to ensure we have paid those vendors for the specific months, upload lien waiver to correct month.
- Scan, classify and manage documents utilizing a document imaging system.
- Provide break, lunch, sick, and vacation relief for the receptionist.
- Distribute and sort mail if necessary.
- Filing of various documents.
- Support other departments as assigned.
- Performs other duties as assigned.

**Qualifications:**

- Requires one-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Ability to answer phones in a professional, informative and helpful manner.
- Ability to manage several tasks in an efficient and organized way.
- Ability to work in a cooperative and supportive way with supervisors, co-workers, managers, other employees, clients, and subcontractors.

**Physical Requirements:**

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to exert 10 to 20 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for varied amounts of time.

**Salary Range:**

\$45,000 to \$56,000 Annually

- Pay may vary based upon relevant experience, skills, location, and education among other factors.

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.