

L&M DEVELOPMENT PARTNERS INC.

Accounts Payable Data Entry Clerk, Construction

L+M Development Partners Inc., an established residential developer/builder, has an excellent opportunity for a Accounts Payable Data Entry Clerk for our builders group. Candidate must have the ability to thrive in a fast paced entrepreneurial environment.

Since its inception in 1984, L+M Development Partners, Inc. has been an innovator in developing quality affordable, mixed-income and market rate housing, while improving the neighborhoods in which it works.

A full-service firm, L+M works from conception to completion, handling development, investment, construction and management with creativity that leads the industry. L+M is responsible for more than \$6 billion in development, construction and investment, and has created or preserved more than 17,000 high-quality residential units in New York's tristate area, the West Coast and Gulf Coast regions. Community leaders, government officials and institutional investor organizations turn to L+M because of its consistent track record of excellence.

L+M is a double bottom line company, where its success is measured not only in financial returns but also by the positive impact it makes. L+M takes pride in its long-standing dedication to the communities it serves, demonstrated through an annual scholarship fund, job training programs, after-school programs, and substantial support for local nonprofits.

L+M brings a superior level of commitment to its investments in developments, and equally important, to its investment in people. For more information, please visit: <http://lmdevpartners.com>.

Areas of Responsibility:

- Data entry of construction subcontractor requisitions and other invoices into Sage 300 / Timberline using Timberscan for multiple major ground-up construction and preservation projects.
- Code invoices for vendor ID, job number, cost code, commitment, etc.
- Match invoices to subcontract and attach related supporting documentation.
- Confirm insurance and resolve discrepancies. Review invoices for mathematical accuracy.
- Interact with Project Managers, in-house insurance group, and others.
- Calculate and enter sales tax as appropriate.
- Respond to Project Managers and vendor requests in a timely manner.

Job Requirements:

- Construction experience preferred.
- Sage 300 and Timberscan experience preferred.
- Good communication and interpersonal skills.
- High level of attention to detail and accuracy.
- Strong organizational skills and the ability to work under pressure.
- Ability to handle and prioritize multiple tasks and meet all deadlines.
- Proficiency in all MS Office tools including Excel

Years of Industry Experience Required:

- Minimum 1 - 2 years related experience

L+M offers competitive compensation and benefits and tremendous potential with a growing residential real estate developer/builder organization.

L+M is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Please submit a cover letter and salary requirements with your resume to lgalletti@lmdevpartners.com. Only those applicants under consideration will be contacted. If you are not contacted for this position, please accept our sincere thanks and appreciation for your interest. No phone calls please.

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.