

Sea Engineering is looking for an Accounts Payable specialist to join the team! We are looking for a highly detailed individual who enjoys working in a fast-paced environment and takes pride in producing accurate, high-quality work.

Job Type: Full-Time

Job scope:

- A team player
- Review invoices and properly allocate expenses to the correct cost account and/or job and cost center
- Verify vendor statements and maintain vendor files
- Resolve discrepancies with vendors and follow up as needed
- Process payments on a timely basis
- Reconcile credit card statements
- Work closely with the various departments to obtain missing information
- Communicate effectively with customers, vendors and colleagues
- Perform additional duties as assigned

Education:

Accounting degree is a must

Experience:

Desire, but not required: At least 2 years' accounting experience (payroll is a plus but not required)

Software:

Experience with Foundation, HH2 and construction industry accounting is a plus but not required.

Proficiency in Microsoft office (Word, Excel, Outlook)

Excellent written and verbal communication skills

Must reside on Oahu and be eligible to work in the United States

Benefits:

401(k)+3% matching

Health/Vision/Dental/Disability/Life Insurance/

Vacation/Paid time off/Comp time

Free Parking

Annual bonuses and employee ownership

To apply: Email your resume to Sally: sfujieki@seaengineering.com

Sea Engineering is an employee owned, Hawaii based construction and engineering-company with offices on Oahu and in California. You will be working in our newly renovated office with hard-working and happy colleagues.

