

**Tonn and Blank Construction**  
**Job Description**  
**Accounts Payable**  
**Michigan City, IN Office**

Classification: Non-Exempt, Full Time  
Supervisor: Vice President of Finance

**Overview**

This job description is a general outline of the responsibilities for the position. The goal of this position is to facilitate in the prompt payment of invoices, to serve as support for other accounting staff and accounts payable functions and support the internal controls by adhering to accounting controls.

**Reliability and attention to detail are keys to the success of this position.** Strong mathematical and organizational skills are required along with excellent communication skills. Recommendations for improvement in processes and/or efficiencies are strongly encouraged.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

**Experience/Education/Requirements**

- 2+ years of accounts payable experience
- Experience in the construction industry preferred
- Experience in Real Estate property management considered
- Experience with Sage / Timberline a plus
- Successful drug, MVR, and background checks
- Willing to accept responsibility to acquire specialized training

**Skills and Personal Attributes:**

Skills required:

- High energy level
- Self-motivated
- Ability to meet goals and deadlines

- Attention to detail
- Professionalism
- Excellent time-management and the ability to prioritize tasks
- Excellent verbal, written, communication and computer skills
- Knowledge of general construction industry a plus

### **Job Description Detail**

Listed below are highlights of the duties to be performed within the job. Tonn and Blank Construction reserves the right to clarify, update, and modify such duties from time to time.

Duties will include:

- Daily processing of invoices within an electronic format that includes electronic packing slips / receiving tickets
- Assist with weekly check runs
- Written and verbal interaction with vendors
- Written and verbal communication with Tonn and Blank project managers and superintendents
- This position will also focus on cross-training on other accounts payable functions
- Miscellaneous analytical/accounting projects
- Other tasks as assigned