



**Building Excellence**

## ***Accounts Payable Professional***

**Miron Construction Co., Inc., - Neenah Office**

DEPARTMENT: Accounting  
JOB STATUS: Full Time  
FLSA STATUS: Non-exempt  
REPORTS TO: Accounting Manager  
POSITIONS SUPERVISED: None  
TRAVEL REQUIRED: None  
WORK SCHEDULE: Day Shift

### **SUCCESS:**

*At the heart of Miron Construction Company, Inc., is our ability to cultivate and maintain long term relationships with our clients. The keys to Miron's **success** in this arena include:*

- *Making a personal connection with the client, based on their drivers and goals*
- *Having a clear understanding of client expectations, and consistently attempting to exceed them*
- *Producing a quality, long lasting product*
- *Elevating the people we work with and creating a team atmosphere*
- *Making a fair profit in an ethical manner*

*Detailed below are Miron's expectations of the Accounting Professional's role and how this position contributes to Miron's **success**.*

**POSITION SUMMARY:**

Responsible for a variety of accounting activities, including but not limited to: the prompt review and entry of invoices, check runs, proper allocation of costs, customer billings and other general accounting related support duties.

**ESSENTIAL FUNCTIONS:**

- Create new vendors and complete credit applications
- Review and entry of supplier invoices, including PO and delivery ticket verification
- Review and entry of subcontractor pay requests
- Approve and post supplier invoices
- Field questions from AP clients, develop solutions to problems and share those solutions with clients
- Coordination and payment processing of company credit cards, including general ledger allocation and approvals
- Process the weekly check run, including discounts and credit card payments
- Monitor subcontractor compliance holds
- Create new vendors and complete credit applications
- Tracking of company apparel
- Perform month end close out procedures

**POSITION QUALIFICATIONS:**

- Excellent data entry skills and attention to detail
- Strong communication, organizational and analytical skills
- Able to work with a variety of people in a fast paced, team-oriented environment
- Time management skills, able to prioritize daily workload while planning ahead for larger projects
- Able to monitor several projects at once and at times with minimal supervision
- Understanding of construction or service related industry and accounting best practices
- Associate Degree in closely related field

**SKILLS AND ABILITIES:*****Computer skills:***

- Proficient with the Microsoft Office Suite
- Able to understand and operate within Miron's Accounting software package

**PHYSICAL DEMANDS:**

See below

**WORK ENVIRONMENT:**

Primarily an office environment, with periodic visits to manufacturing sites or other construction related sites.

**NOTE:**

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and / or assign tasks for the employee to perform as the Company may deem appropriate.*

I have carefully read the contents of this job description. I understand the responsibilities, requirements and duties expected of me.

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Employee Signature Date

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Executive Committee Member Signature Date

*Miron Construction Company, Inc. is an Equal Opportunity Employer*

**ADA PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST**

**Documenting Physical Demands in a job description ensures ADA compliance.  
This form should be maintained in your Department file.**

**PHYSICAL DEMANDS:**

**Be sure to specify significant Physical Demands in the job requirements section of the job description. Be certain that lifting weights, physical activities and/or strength, mobility and agility required to perform the job effectively are included when it is important to perform an essential duty. Clarify how much**

**on-the-job time is spent on the physical activities such as standing, walking, sitting, using hand to finger, handle, or feel; reaching with hands and arms; climbing or balancing; stooping, kneeling, crouching or crawling; talking or hearing; and tasting or smelling. Use the chart below to develop your description of physical demands.**

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes.

	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>To 2/3</b>	<b>Over 2/3</b>
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*i.e., Position requires standing 1/3 of the time.*

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes.

	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>To 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*i.e., Position requires lifting 1/3 of the time up to 10 pounds.*

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

**Specify below the essential job duties that require the physical demands indicated above.**

Office environment that requires reading of construction plans and documents.

Any special physical demands should be clearly communicated to any applicants applying for this position and all employees occupying this position.