



OLD TOWN DESIGN GROUP ACCOUNTS PAYABLE ADMINISTRATOR JOB DESCRIPTION

Old Town Design Group is seeking an Accounts Payable Administrator to join our team in Carmel, IN. We are a dynamic and growing custom home builder, known for developing outstanding locations with timeless home designs. Old Town has a passion for people and the communities in which we work, and we are looking for a like-minded team member who will bring a passion for excellence, great work ethic, and a positive, can-do attitude to our team.

FUNCTION

The Accounts Payable Administrator will facilitate all Accounts Payable functions for Old Town Design Group and Old Town North LLC; provide support for credit card payment and posting, and a variety of other accounting related functions.

MISSION

The Accounts Payable Administrator will maintain the integrity of Old Town in all aspects. All responsibilities performed require extensive knowledge and understanding of all Old Town residential and commercial properties, mission, and values. Candidate will possess an entrepreneurial work ethic and be able to work collaboratively with other Old Town team members.

RESPONSIBILITIES

- Perform Accounts Payable in a timely and accurate manner adhering to all establishes processes, procedures and required timelines
- Facilitate job closeouts for individual home builds to accurately record all pertinent data for analysis
- Complete new vendor set-ups ensuring appropriate documentation in place including but not limited to independent trade contracts, scopes of work, W-9's, and certificate of insurance
- Maintain all vendor records and ensure all vendors always have current certificate of insurance on file
- Post and pay credit cards including the collection of required reports for coding, timely payment, and analysis to ensure that all charges are accurate and within company guidelines
- Other duties as assigned

EDUCATION AND EXPERIENCE

- Combination of Associate Degree in Accounting and 3+ years of experience or a total of 5+ years of relative experience
- Experience with AIA payments, billing and forms
- Proficient in Microsoft Office (Excel) as well as QuickBooks or other similar accounting systems

- Experience in Construction and/or Real Estate preferred
- Self-starter who can work well both as part of a team and independently
- Willingness to contribute when and where needed, to work with other team members to ensure all functions are completed in an efficient and timely manner

REPORTING

The Accounts Payable Administrator will report to the Corporate Controller.