



## Accounts Payable Clerk

**Department:** Rush Financial Services  
**Reports To:** Controller  
**FLSA Classification:** Non-Exempt  
**Date:** 07/09/2021

### Summary:

The AP Clerk is primarily responsible for the accurate processing of Accounts Payable (AP). The AP Clerk will be focused on data entry and processing high volume of payables for Rush Residential, Inc (RRI), Hunt Skansie Land LLC (HSL), and Rush Commercial Construction (RCC). We are seeking for a team member who is highly organized, detail-oriented, task driven, time-aware, responsive to tight deadlines, and willing to adhere to strict schedules. Additionally, the ideal candidate must have a positive attitude towards upholding our company values: Commitment, Resourcefulness, Integrity, and Well Being.

### Company Profile:

The Rush Companies is a diversified real estate organization comprised of six companies that work together to build and maintain communities. Since 1987, we have built structures and relationships *that last* thanks to our commitment to exceed expectations at every turn. While we have professionalism, integrity, resourcefulness, excellence, teamwork, and innovation carved into our cornerstones, our true key to success is the passion we wear on our sleeves.

### Essential Duties & Responsibilities:

- Receive, scan, and check all invoices for accuracy
- Assure all invoices are appropriately coded to the GL or job codes
- Assure all charges are appropriate
- Collect necessary subcontractor waivers when requested
- Phone calls initiated with vendors and subcontractors, as needed

### Supporting Duties & Responsibilities:

- Filing documents
- Assist co-workers, as needed

### Job Qualifications:

To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Job Requirements:**

- 6 months of experience processing AP is a plus
- Strong math skills, “good with numbers”
- Able to perform basic functions in Microsoft Excel, Outlook, and Word
- Type by touch, no less than 40 WPM
- 10-Key by touch
- Good verbal and written communication skills

**Work Styles and Habits:**

- Ethical and honest
- Excellent attitude
- Self-motivated, proactive, and process-oriented
- Enjoys regularly working with others and being part of a team
- Takes pride in work product and routinely meeting deadlines
- Cooperative and respectful to all team members

**Education:**

- High School Diploma or equivalent

**Physical Requirements:**

- Ability to lift boxes up to 25 lbs.

Our team members at The Rush Companies have a strong reputation for exercising integrity, good judgment and sound business practices in our dealings with clients, consultants, subcontractors and suppliers. We are committed to selecting only those individuals who share in our loyalties while also maintaining our standards of quality and safety.

For more information about The Rush Companies or the application process, go to:

<http://www.therushcompanies.com/rushcareers>

**How to Apply:**

Please send cover letter and resume to [jobs@therushcompanies.com](mailto:jobs@therushcompanies.com) or via U.S. mail to:

The Rush Companies  
c/o Human Resources  
6622 Wollochet Dr NW  
Gig Harbor, WA 98332

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*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.*