



Dean E. Norris has been in business over 40 years and specializes in fabrication and installation of heating, air conditioning, plumbing and custom sheet metal for commercial and industrial applications throughout Kansas. We working with owners, architects, engineers, and general contractors to bring solutions to mechanical problems. Dean E. Norris, Inc. provides solutions to meet our customer's needs with timely response, completion and communication. Our team focuses on methods to provide the customer the greatest return on their investment in us. The result is the collective experience of our entire company working together.

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE

The A/P-A/R position is essential to the financial performance of the company. This position must have excellent oral and written communication skills and will be expected to become proficient in Microsoft Outlook, Word & Excel and our accounting software, Foundation. Staff member must be a team player, who is a reliable self-starter with good organizational skills and the ability to work in a fast-paced environment. In addition, this position must have the ability to lift and carry office equipment and printed material weighing up to 20 pounds. This position is expected to perform any and all assignments typical of a standard position of this type. These duties include but are not limited to the following:

ACCOUNTS PAYABLE

- Process, batch, code and input job costed and overhead invoices weekly in accounting software
- ensure appropriate backup is maintained and attached to transactions
- Review invoices to ensure amount is in accordance with purchase orders
- ensure vendor statement balances are accurate and all invoices are paid timely
- Process checks, attach checks to invoice with all back up and submit for various required signatures
- Obtain W-9 for new vendors
- Set up new accounts as necessary
- Maintain filing of all invoices

ACCOUNTS RECEIVABLE

- Prepare job billings in accordance with customer and contract terms
- Assist in collection of overdue accounts
- Assist in preparation of AIA-type billing for construction contracts

ADMINISTRATIVE

- Participate as member of support staff
- perform any special projects as required
- Answer multi-line phone system
- Back up for Service Dispatcher

EDUCATION EXPERIENCE:

A high school diploma or GED equivalent is required.

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