
Accounts Payable Specialist Job Description

Comfort Systems of Virginia, Inc. (CSV) is the leading provider in commercial HVAC, plumbing, piping, sheet metal, and servicing. Since our incorporation in 2006, we have grown our company 12 times the size and have expanded through Virginia and North Carolina areas.

CSV is one of the fastest growing mechanical groups in this area. We are looking for an experienced full-time employee to assist in managing this growth through supports of our daily operations.

Summary: Individuals must possess positive attitude, the willingness to take initiative, strong work ethic, and a drive for excellence with a relentless pursuit of perfection and keen sense of values, ethics, morals, integrity, and character. Must be able to work well on a team. We are looking for conscientious self-motivated individuals who work well with others and has professional customer interaction skills.

General Information:

Job Type: Full-Time

FLSA Status: Non-Exempt

EOE, Drug Free Workplace

Normal Work Hours: 8:00 AM – 5:00 PM Monday thru Friday - (work days and hours are subject to change to meet the needs of the company)

Education & Experience

- High School Diploma or GED equivalent
- Some college courses preferred but not required
- One to Three years of experience in accounting preferably in construction field

Employment Requirements

- Ability to pass drug screening(s)
- Ability to pass background check
- Ability to prove U.S. employment eligibility and provide required documentation for same
- Willing to travel as required; while travel is not expected
- Able to work extended hours when necessary, nights and weekends when necessary
- Must have reliable transportation
- Must have neat and professional appearance
- Must have professional attitude and be reliable
- Must have strong work ethic

Primary Role

The Accounts Payable Specialist's duties and responsibilities are to handle processing invoices from material vendors.

Essential Duties and Responsibilities include but are not limited to the following:

- Match purchase orders to the invoices to verify pricing.



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- Match packing slips to the invoices to verify receipt of materials
- Enter the invoices into ComputerEase & route for approval
- Manage the accounts payable & packing slip email boxes
- Every other week, issue checks and process credit card/ACH payments to vendors
- Communicate with vendors via phone, email or mail
- Assist in answering phones
- Other duties as assigned

Requirements Qualifications

- Understanding of Generally Accepted Accounting Principles (GAAP)
- Strong analytical and accounting skills
- Intermediate experience with MS Word, MS Excel and MS Outlook
- Intermediate experience with accounting software packages. ComputerEase preferred.
- Ability to work independently and as part of a team
- Excellent written, verbal communication and interpersonal skills
- Excellent organizational skills
- Ability to meet deadlines
- Ability to be resourceful and proactive when issues arise
- Able to contribute positively as part of a team, helping with various tasks as required

Physical Requirements

- Ability to lift a minimum of 25 lbs.
- Ability to sit or stand for long periods of time

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at www.comfortsystemsva.com.



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