



Environmental Holdings Group (EHG), an environmental remediation and demolition company located in Morrisville, NC, has an immediate need for an Accounts Payable Clerk. This is a great opportunity for someone with a construction background to get involved with a growing company. Our ideal candidate has a strong work ethic and is self-motivated, is able to multi-task and be a problem solver, has a strong attention to detail and organization, and most importantly believes in a team approach.

Candidate will be responsible for the performance of general A/P functions and use established accounting principles to provide assistance to the management team daily.

- Perform regular and recurring A/P functions requiring professional competency
- Process invoice, beginning with coding invoices to the appropriate job number, cost code, GL account number and distributing invoices to Project Managers for approval.
- Identify problem invoices and follow up with Project Managers and Vendors to resolve
- Maintain relationship with Project Managers and Vendors
- Prioritize and maintain organization of a high volume workload
- Create and maintain computer-based A/P records in accounting software as well as filing
- Effectively communicate and respond to internal and external A/P questions
- Assist in monthly closing
- Perform special projects as assigned

Environmental Holdings Group, LLC

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Mid-Atlantic Division

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