

HIGHMARK



Highmark Companies is seeking an **Accounts Payable Specialist** to assist multiple departments in our growing company. Highmark Companies is compiled of six companies: Highmark Builders, Restorations by Highmark, Exteriors by Highmark, Highmark Home Services, Ruby + Suede, and Christian Brothers Cabinets. This role will be a vital member within our Finance Team.

Pay: \$43K - \$47K

Responsibilities:

- Process high volume of vendor invoices daily
- Accurately code invoices to projects and cost codes
- Apply invoices to open purchase orders
- Reconciling multiple company credit card statements
- Contributing to the teams' performance, ensuring no backlogs occur and that the team is fully informed of all potential problem situations
- Reconciling and inputting employee expense reports
- Deal with ad hoc requests / queries as necessary
- Assist with other month end close duties as assigned
- Participate in special projects as needed
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What Highmark Companies offers to you:

- Competitive Base Salary
- Health Insurance- Company pays 100% of employee premium
- Health Savings Account
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term & Long-Term Insurance
- 401K + Company Matching
- Paid Holidays
- Responsible Paid Time Off Policy (flexibility to take time off to balance life outside of work)
- Profit Sharing
- Paid Employee Referral Program
- Employee Discount Program
- Great culture and team dynamic

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune in 2022 & 2023! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees. **Come see what it's like to be a part of a Top Workplace!**



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Qualifications:

- 1 + year experience in accounts payable or data entry
- Experience using TimberScan (AP approval software) or SAGE 300 (accounting system) preferred but not required.
- Able to process a high-level volume of invoices on a daily basis with minimum error rate
- Ability to meet tight deadlines
- Must possess strong organizational skills and attention to detail
- Confidence when working with others
- Strong written and verbal communication skills
- Intermediate level proficiency in computers including typing, Microsoft Excel, Word, Outlook Etc.
- Instill the 5 core values of Highmark: Trustworthy, Intentional, Driven, Humble & Wise.