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Accounts Payable Support

Eldor Contracting Corp is one of the largest electrical contractors in the Tri-State area, known for its breadth of experience, consistent high quality, and in-depth problem-solving capabilities. The company's primary client base includes the commercial, municipal, and industrial market sectors. Eldor offers end-to-end services encompassing: electrical construction, value engineering, procurement, and renewable energy solutions. The company's proven track record has been demonstrated time and again across diverse projects, from intelligent transportation, smart buildings/controls and lighting to fiber optic, telecommunications, substation construction, infrastructure projects, security, generator, emergency, mass transmit, and renewable energy/photovoltaic Solutions.

Eldor is seeking to hire a highly motivated individual with a strong accounting background concentrated in Accounts Payable. The ideal candidate has experience in receiving all mail including vendor invoices, organizing invoices, matching packing slips to invoices, distributing for approval and proper coding, investigating issues with the Project Manager and ultimately entering approved invoices into the accounting software system. Experience with creating and/or adhering to Purchase Order and/or Subcontract commitment thresholds a plus.

This is a professional but fast paced environment with high volume workload in the construction industry. Construction background and/or experience with Viewpoint Accounting Software a plus. Position provides for the potential to grow and lead into a long-term permanent position that can be self-managed with direct reporting to the Director of Finance and principles of the Company.

Eldor offers an ethical, challenging, diverse, rewarding and fun work experience where enthusiastic, responsible people use their energy, talent and dedication to contribute to our team in a positive and fulfilling manner.

We provide career growth and development, a competitive compensation and benefits package which includes medical, dental, and vision; tuition reimbursement program; a 401(k) plan with an employer matching program. Eldor is an equal opportunity, drug-free employer committed to diversity in the workplace.

