

Job Title: Accounting Specialist (AR/AP Focus)

Location: Berthoud, CO

Employment Type: Full-Time

Department: Finance & Accounting

Reports to: Controller

Company Overview

We are a fast-paced construction company delivering high-volume projects on tight deadlines. Our environment demands precision, adaptability, and a proactive mindset to keep financial operations running smoothly amid rapid growth and daily workflow intensity. We are building a family of motivated, like-minded people. Above all, we value integrity, professionalism, and a can-do attitude. Our culture emphasizes the highest level of customer service, world-class communication, internal teamwork, and doing the work that goes into developing strong, lasting relationships.

Position Summary

The Accounting Specialist will own core accounts receivable and payable processes while driving collections, managing insurance supplementing, and providing phone backup during peak periods. This role requires meticulous attention to detail, accrual-basis accounting expertise, and prior construction industry experience to ensure accurate job costing, lien compliance, and cash flow integrity.

Key Responsibilities

- **Accounts Receivable**
 - Generate and distribute progress/final invoices accurately and timely.
 - Post customer payments and remote deposit capture.
 - Follow up on aging receivables via phone/email; escalate to mechanics' liens when necessary.
- **Accounts Payable**
 - Code and enter vendor/subcontractor invoices to correct jobs, cost codes, and GL accounts.
 - Manage weekly check runs, ACH payments, and credit card reconciliations.
 - Verify lien releases, COIs, and W-9s before releasing payments.
- **Insurance Supplementing**
 - Prepare and submit supplement claims to insurance carriers.
 - Track adjuster approvals, depreciation recovery, and final supplement payments.
 - Reconcile supplement funds to specific job cost ledgers.
- **Phone & Administrative Backup**
 - Cover main phone lines during breaks/lunch or overflow periods.
 - Route calls, take messages, and assist field teams with invoice/payment status.
- **Month-End & Accrual Accounting**
 - Accrue unbilled receivables and subcontractor retainage
 - Reconcile bank statements, credit cards, and intercompany accounts.
 - Assist in job cost variance analysis and percentage-of-completion schedules.

Required Qualifications

- **Experience:** Minimum 3 years of full-cycle AR/AP in the construction industry; accrual accounting required.
- **Software Proficiency:**
 - Advanced QuickBooks Online
 - Sage Intact experience a plus but not required
 - Microsoft Excel
- **Knowledge Areas:**
 - AIA billing, lien rights, prevailing wage and certified payroll.
 - Job cost accounting and WIP schedules.
- **Soft Skills:**
 - Thrives in a high-volume, deadline-driven environment.
 - Exceptional attention to detail—transposition errors are unacceptable.
 - Professional phone etiquette and ability to de-escalate frustrated vendors/clients.

Preferred (Not Required)

- Associate's or Bachelor's degree in Accounting.
- Experience with insurance supplementing (Xactimate a plus).
- Bilingual (English/Spanish).

Physical & Schedule Demands

- Fast-paced office.
- Ability to sit/stand at workstation for extended periods.

Compensation & Benefits

- Competitive hourly rate or salary (commensurate with experience).
- Health (employer covers 100% of employee and 50% dependents), dental, vision, paid holidays & PTO.

To Apply: Submit resume and cover letter detailing your construction AR/AP and accrual accounting experience to billing@bluefrogroofing.com. Reference "Accounting Specialist – AR/AP" in the subject line. No phone calls, please.