



Pacific Lifestyle
HOMES, INC.

Accounts Payable

Pacific Lifestyle Homes-- a growing regional homebuilder-- seeks a skilled, professional **Accounts Payable** professional. This position is responsible for processing multi-company accounts payable transactions efficiently and effectively to meet deadlines while maintaining accuracy. We are looking for a team member who is energetic, results-oriented, resourceful and organized. This opportunity is open due to continued growth.

PLH offers a competitive compensation package including benefits; the AP position is eligible for profit sharing. Our offices are located in beautiful **Vancouver, WA close to I-205.**

An ideal candidate enjoys a challenge and thrives on making positive contributions to Company goals while exemplifying our core values including: **Integrity, Respect, Teamwork, Accountability, Candor and Humility.** Our Company culture is team-oriented, supportive and customer-centered. PLH employees take great pride in their work and have a genuine enthusiasm for seeing customers' dreams realized.

To learn more, please see our website: www.pacificlifestylehomes.com

For additional information about **PLH's Company Culture**, we invite you to view the video at the following link: <https://youtu.be/2sNbXsz8D8c>

Responsibilities include:

- Receive invoices; obtain approvals
- Process purchase orders for payment
- Coordinate activities to meet payment deadlines
- Allocate invoices/expenses to appropriate job budget categories
- Apply sales tax rules; identify exceptions
- Process credit card and expense reports
- Maintain vendor files and payments
- Maintain vendor records and prepare 1099 tax reporting
- Contribute to continuous process improvement
- Assist with projects and achieve strategic priorities

Desired Knowledge, Skills, and Abilities:

- Two to three years of Accounts Payable work experience; construction industry background and job costing experience is preferred but not required
- High school education with equivalent experience; additional education is a plus
- Ability to organize, coordinate, multi-task and complete work accurately while meeting deadlines
- Effective communication skills
- Demonstrated ability to work well as part of a team
- Develops and maintains positive business relationships with internal customers and external contacts
- Positive and results-oriented; eager to take on new challenges
- Flexible and adaptable to change
- Responsible and professional with strong work ethic, integrity, and reliability
- Continuous learner; demonstrates desire and ability to gain knowledge; open to coaching and continuous improvement
- Job costing experience is a plus
- Capable in use of computer software to include Word, Outlook, and Timberline/Sage; familiarity with Excel spreadsheets

Reference check, background/credit check and a pre-employment drug screen may be required as part of our hiring process.

For consideration, please forward:

- 1) A completed **Career History Form (Application)** found at the following link:
<https://ts.tgsnapshot.com/signup.cfm?DL=2942>

Please note—to be considered, the Career History Form must be completed.

- 2) **Upload your résumé and cover letter**

If you have questions about the application process, inquire via email with our recruiter at: AP@TJandassociates.com

We are proud to be an Equal Opportunity Employer.