



Position Title

Receptionist/Accounts Payable

Buffalo, NY

Benchmark Environmental Engineering & Science, PLLC is a professional engineering company that specializes in civil and environmental design and redevelopment projects. Our sister company, TurnKey Environmental Restoration, LLC provides construction and environmental services. Together Benchmark & TurnKey offer integrated design/build/operate services for investigation, remediation, and redevelopment of environmentally-impaired and underutilized properties throughout Upstate New York from our Buffalo, New York headquarters.

Scope of Position

We are seeking a full-time receptionist/accounts payable clerk to perform all reception duties and accounts payable functions and various other clerical/administrative duties as needed. Candidate should be organized, professional, and able to contribute in a team environment to the efficient operation of an engineering and remediation consulting services firm.

Duties and Responsibilities:

Reception

- Welcome on-site visitors
- Answer, screen phone calls
- Handle incoming and outgoing mail
- Maintain office supplies inventory
- Perform filing, printing, scanning, assembling and distributing documents
- Organize and file paper and digital project documents
- Excel spreadsheet creation and data entry

Accounts Payable

Ensure invoices are paid on time and charged to correct projects. This will involve:

- Scanning, uploading and all data entry for AP invoices
- Facilitating AP invoice approvals by project managers
- Vouchering and posting AP invoices
- Performing weekly check runs and mailing
- Entering and managing vendor information

Qualifications Preferred

- Working experience in accounting/clerk role
- Accounts payable experience
- Proficiency in Microsoft programs (Word, Excel, Outlook) required
- Professional appearance
- Cheerful and supportive disposition
- Clear and understandable phone presence
- Good written and verbal communication skills
- Ability to organize and multi-task
- High school or Associates degree

**IF YOU ARE INTERESTED IN THIS OPPORTUNITY, PLEASE FEEL FREE TO CONTACT
ADMIN@BENCHMARKTURNKEY.COM**