



**Position Title**

# Receptionist/Accounts Payable

Buffalo, NY

Benchmark Environmental Engineering & Science, PLLC is a professional engineering company that specializes in civil and environmental projects. Our sister company, TurnKey Environmental Restoration, LLC provides remediation and environmental services. Together Benchmark & TurnKey offer integrated design/build/operate services for investigation, remediation, and redevelopment of environmentally-impaired 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, and able to contribute in a team environment to the efficient operation of professional 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 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
- Processing vendor information

**Qualifications Desired**

- Office receptionist experience
- Clear and understandable speech; attentive listener
- Accounting/clerk experience
- Proficiency in Microsoft Word, Excel, Outlook
- Professional appearance
- 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**