



Accounts Receivable/Payable Specialist / Administrative Assistant

Come join B. Blair!

B. Blair Corporation, named for owner Brian Blair, began in 1999 as one man, his truck, dedication, and hard work. Brian saw a need for a heavy hauling service in the greater Philadelphia area. His hauling business grew quickly because of his prompt service, cleanliness and never say no attitude.

Fast forward to today, B. Blair Corporation has grown exponentially. There are over 130 pieces of equipment and over 50 trucks in our fleet. We get the job done right and aim to exceed expectations every time.

What makes B. Blair the place to be?

It's the B. Blair Factor! Our business volume is mainly through word of mouth. Our competitive advantage is that we focus on quality and production. We communicate with our customers and are always available to them. Our reputation has been built by a team that has the knowledge, skills, equipment, and experience to deliver a quality product that exceeds expectations. We are currently offering several career opportunities and are looking for top talent to join our growing team!

What do we offer?

Work Year Round & Overtime Available in the busy season.

- Top Tier Benefits (including free employee medical and life insurance)
- Competitive Pay
- Work Year-Round plus Overtime
- 401K Retirement Plan
- Paid Vacation & Holidays
- New Equipment and Latest Technology

Job Responsibilities – What will you do?

Accounts Receivable

- Files unpaid invoice by vendor name
- Scans in any checks that are mailed in (for someone else to enter)
- Pulls AR invoices and staples check stubs onto invoices
- Files paid AR invoices

Accounts Payable

- Prints out invoices that are delivered via email

- Process invoices that are delivered via email or mail in a timely manner into Foundations
- Holds and collects hauling tickets, then matches them to the correct invoice
- Delivers invoices with tickets to Shop Project Managers, Office Manager, and/or hauling division for approval
- Posts invoices and files according until they are ready to be pulled and paid
- Files paid invoices per vendor name
- Reviews monthly statements that come in and emails/calls for any outstanding invoices not in the system
- On a weekly basis, pulls aging report for Controller to review and approve for payment
- Pulls shop invoices that are 30+ days old for owner to approve for payment

Administrative Duties

- Performs administrative duties such as answering phone calls, filing, and delivering mail
- Fills out dumping slips when needed
- Assists Office Manager with new hire paperwork
- For new employees helps with application process, performs certifications, sets up fingerprints and drug testing
- Files and creates all employee files folders
- Scans and files any documents and saves on company shared drive
- Works on any special projects as needed

Qualifications:

- Requires a high school diploma or equivalent and 1+ years accounts payable experience
- Experience in Microsoft Office and applicable accounting software systems; data entry skills
- Ability to multi-task
- Knowledge of Foundations software a plus