



Job Description: Accounting Associate

[Hays Electrical Services, Inc.](#) has been a trusted provider of electrical solutions since 2007. We are based in Texas and serve customers nation-wide with project needs disciplined in New Commercial, Hospitality/Multifamily, and Solar. We are expanding our staff and seeking a **full-time Accounting Associate** to join the Accounting Team in **Humble, TX**.

Position Overview:

The Accounting Associate at Hays Electrical Services will focus predominantly on data entry for the Accounts Payable. This role is instrumental in maintaining the financial accuracy and efficiency of the company. The successful candidate will be detail-oriented, organized, and have a strong understanding of accounts payable processes.

Key Responsibilities:

1. Efficiently and accurately perform data entry tasks related to accounts payable.
2. Process and verify invoices, ensuring all are accurately coded and approved.
3. Match invoices to purchase orders and delivery notes.
4. Prepare batches of invoices for data entry and payment processing.
5. Resolve any discrepancies in invoicing and payment by coordinating with vendors and internal departments.
6. Maintain an organized filing system for all accounts payable documentation.
7. Assist in month-end tasks and reconciliations as required.
8. Stay updated with any changes in vendor terms, discounts, and payment methods.
9. Handle confidential financial information with discretion and integrity.
10. Support other accounting projects and tasks as needed.

Qualifications:

- At least 3 years of experience in an accounts payable or data entry-driven accounting role.
- Proficiency in accounting software (e.g., Excell pro, Sage Intacct).
- Strong attention to detail and accuracy.
- Excellent organizational skills.
- Effective communication skills, both written and verbal.
- Ability to manage multiple tasks and priorities efficiently.
- Proactive in identifying and resolving any discrepancies or issues.

Benefits:

- Competitive salary.
- Health, dental, and vision insurance.
- 401(k) with company match.
- Paid time off and holidays.
- Continuous learning and professional development opportunities.

Application Process:

Candidates interested in joining our dynamic team are invited to apply online at [Application | Hays Electrical Serv](#) OR send resumes and role inquires to hirings@hayselectrical.com. Please mention "**Accounting Associate Application - AP**" in the subject line.