

## WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

## WHAT YOU'LL DO

### The quick overview

Lombardo Homes is seeking a full-time Receptionist and Accounts Payable Coordinator. The ideal candidate should enjoy camaraderie with fellow co-workers, feel challenged and driven to continue learning about the accounting field and changing policies, and be willing to expand their knowledge and continue to grow in the field. The hours for position are from 8:00 a.m. to 5:00 p.m. on Monday through Friday.

### The basics

- Perform quality, detailed work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, etc.
- Work effectively in a team.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations. Nobody's an island!

### The nitty-gritty stuff

- Welcome visitors and answer and refer inquiries, in person or on the telephone.
- Open, stamp, sort, and distribute mail.
- Accurately input invoices into accounting software.
- Review invoices, verify billed amount, estimate and previous payment.
- Monitor discount opportunities and resolve statement discrepancies.
- Add vendor and account number information to all invoices for input.
- Clerical duties including, but not limited to faxing, filing, collating checks, and copying.
- Other tasks, as assigned.

## WHAT YOU NEED

- Detail oriented, with high-level organizational skills, and self-motivated.
- A professional appearance and manner.
- Strong ability to multi-task.
- Microsoft Office proficient.
- Impeccable attendance and reliable transportation.
- A team player attitude and upbeat personality.

## WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.