The Accounts Payable Assistant supports the finance operations of a ship repair company that performs work under U.S. Department of Defense (DoD) contracts. This role is responsible for the accurate, compliant, and timely processing of vendor and subcontractor invoices related to vessel repair, maintenance, and overhaul activities. The position requires strict adherence to Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), company policies, and Defense Contract Audit Agency (DCAA) standards.

**Responsibilities**

- Review, code, and process high volumes of vendor, material, and subcontractor invoices supporting ship repair and maintenance projects
- Perform three-way matching invoices against purchase orders, receiving documents, and work orders
- Ensure invoices comply with contract terms, FAR/DFARS requirements, and allowable cost principles
- Enter invoice data accurately into the company's QuickBooks system and maintain proper supporting documentation
- Reconcile vendor statements, investigate discrepancies, and resolve short-pay or disputed invoices promptly
- Support progress payment and cost-reimbursable invoice processing as required by DoD contracts
- Support and maintain audit-ready files for internal reviews, DCAA audits, and customer (Navy/DoD) audits
- Assist with month-end and year-end close activities, including accruals for open ship repair work
- Complete monthly reports such as bank account reconciliations, prepaid insurance
- Assist with entering weekly bank transactions.
- Prepare 1099 reporting and other tax-related AP requirements
- Communicate professionally with vendors, subcontractors, project managers, and procurement staff to resolve issues
- Identify process improvements while maintaining compliance with government contracting standards
- Handle confidential contracts and pricing information with appropriate discretion
- Prepare, edit, and maintain purchase orders, creating and closing jobs and other project-related paperwork
- Perform other administrative assistant duties to include but not limited to filing, scanning, ordering supplies, etc
- Perform other duties as assigned

**Qualifications**

- High school diploma required; associate degree or equivalent experience preferred
- 2+ years of accounts payable experience; experience in ship repair, maritime, construction, or industrial environment strongly preferred
- Proficiency in Microsoft Office (Excel, Outlook, Word, PowerPoint)
- Working knowledge of basic accounting principles and the accounts payable cycle
- Familiarity with QuickBooks Desktop
- Strong written and verbal communication skills
- Excellent organization, time-management, and multitasking abilities
- Ability to work in a dynamic environment with changing priorities
- Preferred experience in construction industry related to ship and commercial repair, installation, and/or related services
- Excellent communication and analytical skills.
- Ability to manage multiple priorities and work cross-functionally.
- Demonstrated ability to understand business and management principles
- Demonstrated ability to protect and maintain confidential information
- Successful candidates will be able to work in an environment that utilizes excellent time and stress management skills.
- Be a proactive team player who thrives in a fast-paced environment and works well with diverse teams to achieve shared goals and objectives.
- Ability to maintain confidentiality and handle sensitive government-related information

**Compensation & Benefits**

- Competitive wages
- Competitive employee benefit package