

## Renovia Success Profile

<b>Role/Title: Bilingual Accounts Payable Specialist</b>	<b>Department: Finance</b>	<b>Location: Indianapolis, IN</b>
<b>Reports To: VP of Finance</b>	<b>Date: September, 2021</b>	
<p>Renovia is a nationwide, award-winning customer experience provider in commercial painting and related services.</p> <p>Our passion lies in building relationships with customers to solve their problems. All projects begin with a foundation of respect and trust, which we embrace as an opportunity to prove our reliability and expertise. Success is measured in our ability to consistently deliver timely, professional, quality work that allows us to continue strengthening these relationships.</p> <p>At Renovia, our painting expertise is the framework of our business, yet our goals are greater. We're dedicated to improving lives by providing lasting, positive impact in the communities we serve.</p> <p>For more information about Renovia, visit <a href="http://www.renovia.com">www.renovia.com</a></p>		
<p>A. <b>Job Summary</b> The AP Specialist role is responsible and accountable for timely bill entry and payments to our vendors. This position is also expected to provide backup/assistance to other functions within the Finance Department.</p>		
<p>B. <b>Job Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Accounts Payable – entries and submissions (employees and vendors)</li> <li>• Develop financial process improvements</li> <li>• Contractor Compliancy – MyCOI &amp; Financial Force Entries</li> </ul>		
<p>C. <b>Competencies/Skills Required</b></p> <ol style="list-style-type: none"> <li>1. <u>Analysis/Reasoning</u> – <ul style="list-style-type: none"> <li>• Compile, monitor incoming expenses for accuracy</li> </ul> </li> <li>2. <u>Accountability/Dependability</u> <ul style="list-style-type: none"> <li>• Timely and accurate entry of expenses</li> </ul> </li> <li>3. <u>Attention to Detail</u> <ul style="list-style-type: none"> <li>• Accurate entry of project related payables</li> <li>• Vendor statements – accuracy of charges and credits</li> </ul> </li> <li>4. <u>Organization / Time Management</u> <ul style="list-style-type: none"> <li>• Prioritize Key Action Items / Daily / Monthly / Quarterly</li> <li>• Anticipate impacts and risks of decisions and actions</li> </ul> </li> <li>5. <u>Communication</u> <ul style="list-style-type: none"> <li>• Effectively communicate with the finance team, other business units, vendors, and contractors.</li> <li>• Use appropriate means of communication (emails, customer web sites, inner company memos)</li> </ul> </li> </ol>		

**D. Education/Knowledge/Requirements** *(What education/knowledge/requirements are required to perform the job at a high level?)*

- Sales Force and Financial Force experience
- Accounts Payable – Reconciliation Experience
- Problem Solving / Self Manageable
- Fluent in Spanish

**Annual Outcomes/Measures of Success\***

1. Meet Key Performance Indicators (KPI's) for Finance Team
2. Quarterly Initiatives
3. Update and Improve (Efficiencies) in AP
4. Collaborate with Vendors and Contractors to achieve goals and timelines