
Accounts Payable Specialist-full-time

JM CONSTRUCTION | SAN LUIS OBISPO COUNTY, CA

About Us

JM Construction is a family-owned general contracting firm based in Paso Robles, serving California's Central Coast with our core work in San Luis Obispo County and select projects extending into Monterey and Santa Barbara Counties. We're a small company by design, focused on doing exceptional work rather than chasing volume. When you join our team, you're not a number. You work directly with ownership and the people who've been here from the start.

Our Story

JM Construction is a multi-generation family building company on the Central Coast. What started as one builder's commitment to craftsmanship in the 1940s has been carried forward by each generation since through decades of hands-on residential and commercial work, down to the team leading the company today. Since 1995, that legacy has translated into steady, deliberate growth: about 10% revenue growth year over year, built one well-run project at a time rather than through rapid expansion.

That legacy shows up in how we work. We're the conductor of every project by pulling together architects, engineers, subcontractors, and clients into something that runs like it should. We over-communicate on purpose, which means open books on schedules, RFIs, and costs, because clients who can see everything feel like part of the project, not outsiders to it. We care about people over profit, quality over cost, and execution over schedule because we're not building for a transaction, we're building a relationship that lasts well beyond the final walkthrough. Every project is personal, built with care, and built to last.

The Role

We're looking for an experienced professional with strong accounting skills to accurately process vendor and subcontractor invoices in a timely manner. Attention to detail, proper documentation, and effective coordination with the project teams are essential to this role. Additionally, the successful candidate will be responsible for following up and obtaining any missing information needed to ensure invoices are processed accurately and accounts are properly reconciled.

Is This You?

We know the reputation the construction industry can have — backstabbing, yelling on site, offices run on ego instead of integrity. That's not us, and it's not who we're hiring. We're looking for someone who's done with that environment and wants something different: a team that collaborates instead of competes, a workplace built on honesty and follow-through, and a company that actually feels like a family rather than an org chart.

If you're a strong AP professional who's tired of politics getting in the way of good work, and you want to be part of a small team where people have your back, we'd like to talk to you. Honestly, our goal is for this to be the last job you ever apply for.

Responsibilities

- Process and enter vendor and subcontractor invoices accurately in the accounting system, ensuring proper coding to jobs/projects, cost codes, and general ledger accounts
- Perform three-way matching of purchase orders, receiving documents/delivery tickets, and invoices; resolve discrepancies with superintendents, field staff, and vendors
- Collaborate with superintendents, estimators, and operations teams to retrieve any missing receipts with the necessary job notations to ensure accurate job cost reporting
- Identify process improvement opportunities whenever possible, and contribute to the continuous enhancement of AP workflows and controls

Qualifications

- Minimum 2-4 years of Accounts Payable experience; construction industry experience strongly preferred
- High school diploma or equivalent required; Associate's or Bachelor's degree in Accounting, Finance, or related field preferred
- Working knowledge of construction accounting practices, including job cost coding, progress billings, retention, and lien waiver processes
- Proficiency with accounting software (e.g., Sage, Quickbooks, Premier, or similar construction ERP systems)
- Strong Excel skills and comfortable with digital document management systems
- Excellent attention to detail, organizational skills, and ability to manage high volumes of invoices
- Strong written and verbal communication skills; ability to interact professionally with vendors, subcontractors, and internal project teams
- Ability to work independently while collaborating effectively in a team environment

What We Offer

- Competitive salary, commensurate with experience
- Health insurance benefits
- Sick leave in accordance with California law
- Retirement with up to 3% matching
- A healthy work culture with a collaborative, drama-free team
- The stability of a multi-generation family company with deep roots on the Central Coast, paired with the growth trajectory of a company still building

To Apply

Send your resume and a brief note about your experience to laurel@jmconstruction.com, or call our office at 805-472-2400 ext 200.

JM Construction is an Equal Opportunity Employer.