



TIKIGAQ Corporation
Office of Human Resources
2809 S. Lynnhaven Road
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Virginia Beach, VA 23452
Telephone: 757-408-9811

AP SUPPORT CLERK	
Approved Date: October 2026	
Reports To: Assistant Controller	FLSA : Non Exempt

JOB SUMMARY

Under general direction, the Accounts Payable / Accounting Support Technician is responsible for computing, classifying, and recording financial data to maintain complete and accurate accounting records. This position provides support across accounts payable processes and general accounting functions, ensuring effective, efficient, and accurate records in accordance with accounting principles, company procedures, and federal contractor requirements. The role supports both construction and general operations as needed.

The following duties are intended to provide a representative summary of the major duties and responsibilities and ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

REPRESENTATIVE DUTIES

- Verify accuracy of invoices, coding, and proper payment authorization prior to processing and payment.
- Enter invoices into accounting software; process payments and distribute processed documents as required.
- Scan, e-file, and maintain electronic and hard-copy records for invoices, expense reports, timesheets, backup documentation, and other accounting files.
- Check figures, postings, and documents for correct entry, mathematical accuracy, proper coding, totals, and billing information (including quality control of invoices, timesheets, and business expense reports).
- Classify, record, summarize, debit, credit, and total accounts using journals, ledgers, spreadsheets, databases, and specialized accounting software.
- Reconcile monthly vendor statements, research and note discrepancies, identify missing invoices, and work with accounting staff and vendors to resolve issues.
- Code documents according to company procedures and notify the Accounting Supervisor of any changes in vendor information.
- Update and maintain monthly recurring invoice spreadsheets and other tracking tools.
- Provide backup support for Accounting Clerk duties, including distributing mail and assisting with phones as needed.
- Operate computers with accounting software, 10-key calculators, and office equipment to perform calculations and produce documents.
- Comply with federal, state, company policies, procedures, and regulations, including those applicable to federal contractors.
- Perform other duties as assigned.

KNOWLEDGE AND SKILLS

- Knowledge of accounts payable processes and accounting principles and practices.
- Knowledge of administrative and clerical procedures and systems, including word processing, file and records management, and office procedures.

- Knowledge of principles and processes for providing customer and personal services, including customer needs assessment and meeting quality standards.
- Skill in verbal and written communication.
- Skill in mathematics to solve problems and verify accuracy of financial data.
- Skill in managing one's own time, meeting multiple deadlines, and prioritizing tasks.
- Skill in using logic and reasoning to identify strengths and weaknesses of alternative solutions and approaches to problems.
- Skill in understanding the implications of new information for current and future problem-solving and decision-making.

MINIMUM QUALIFICATIONS

Education

A degree in accounting or a related field is preferred but not required. Progressively responsible professional work-related experience, education, or training may be substituted on a year-for-year basis for formal education.

Experience

Minimum of two (2) to four (4) years of professional work experience in an accounting department setting, with specific experience in accounts payable preferred. An equivalent combination of relevant education and/or training may be substituted for experience. Construction industry experience is preferred but not required.

Additional Requirements: Ability to pass a drug test and background check. Training or experience with worksite-specific accounting programs is highly preferred.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 20 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.