

Job Title: Accounting/Payroll Support Specialist

Rodriguez Construction Group is looking for an experienced Accounting and Payroll Support Specialist to help us keep growing. This position will give you the chance to work on some of our firm's top construction projects. This role will support both Accounting for general accounting functions and Human Resources providing support with weekly payroll processing. To succeed in this role, the candidate must be extremely organized, self-motivated, and ambitious, possess strong time management skills, have attention to detail, and meet critical deadlines. We are looking for a self-starter who has the ability to work independently as well as a member of project teams. If you're a hard-working professional, Rodriguez Construction Group is an ideal place to grow your career.

Job Responsibilities

As an Accounting and Payroll Support Specialist with Rodriguez Construction Group, you will be responsible for the financial processing of transactions for the company. Duties include processing vendor invoices into the accounting system, obtaining approval for vendor payments, supporting the payment of invoices, and accurate record keeping. Duties include processing vendor invoices into the accounting system, obtaining approval for vendor payments, supporting the payment of invoices, and accurate record keeping. The ideal candidate must be self-motivated and have strong data entry skills with proven accuracy. The following responsibilities are intended to describe the general nature and scope of work being performed in this position:

Accounting:

- Oversees Accounts Payable and Accounts Receivable functions
- Prepares journal entries and maintains accurate general ledger accounts
- Assist in month-end, quarter-end, and year-end closing processes
- Assist in the preparation of budgets and financial forecasts
- Assist with annual compliance and workers' compensation audits/ work with external auditors
- Collaborate with cross-functional teams to support business objectives
- Report to the controller and work to improve financial processes
- Assist with special projects as needed from CEO/Controller/HR

Payroll:

- Work with our Professional Employer Organization (PEO) to manage, maintain and operate company payroll and database systems
- Review employee time punch edits made by managers to ensure accuracy and consistency
- Assist with problem troubleshoots and resolving employee pay discrepancies

Job Qualifications/Skills

- Outstanding organizational, written, and verbal communication skills required
- Construction industry and accounting experience is helpful
- Microsoft Office (Word, Excel, Outlook) experience required. Intermediate Excel skills preferred
- Ability to work within spreadsheets and databases
- Ability to work under time pressure and adapt to changing requirements with a positive attitude
- Ability to work under pressure, meet deadlines, and be able to work in a fast-paced environment
- Ability to communicate effectively both internally and externally
- Working knowledge of standard business procedures
- Ability to work effectively with minimal supervision and possess good organizational skills.
- Ability to work independently and as part of a team

Education and Experience Requirements

- Bachelor's degree in business, accounting, or related field
- Three years experience in accounting/Payroll and/or similar roles
- Competency with QuickBooks, Sage Intacct Software preferred, or similar accounting systems
- Experience with Procore is preferred

Physical Requirements

The physical demands are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Able to lift and move up to 30 pounds regularly
- Regularly required to speak clearly and hear the spoken word as well
- Regularly required to read and write clearly in the English language

Contact

Please send a copy of your Resume/Portfolio to: Bianca Rodriguez | BR@Rodriguez-cg.com