



Job Title: Accounting & Compliance Assistant

Rodriguez Construction Group is looking for an experienced Accounting & Compliance Assistant to help us continue growing. The Accounting & Compliance Assistant will support payroll processing and contract compliance functions, ensuring accuracy in financial records and adherence to regulatory requirements. This role requires meticulous attention to detail, strong organizational skills, and a proactive approach to problem-solving. The ideal candidate is eager to learn, thrives in a fast-paced environment, and demonstrates excellent communication and teamwork skills. 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 & Compliance Assistant with Rodriguez Construction Group, you will be responsible for the following responsibilities:

- Assist in payroll processing, ensuring compliance with regulations and company policies.
- Maintain accurate and up-to-date financial records, spreadsheets, and reports related to payroll and contract compliance.
- Serve as a liaison between contract owners, subcontractors, and compliance teams to facilitate smooth communication and timely documentation submission.
- Coordinate subcontractor compliance requirements using designated software platforms (specify tools if applicable).
- Conduct data entry with precision, ensuring integrity in financial reporting and workforce data.
- Organize and manage compliance documentation, including certified payroll reports and contractual obligations.
- Support MBE/WBE/SDVOB reporting requirements, verifying accuracy for submission across multiple projects.
- Proactively identify compliance obstacles or discrepancies and escalate for timely resolution.
- Perform clerical duties such as filing, photocopying, and managing compliance documentation.
- Manage time effectively, prioritizing tasks to meet deadlines in a dynamic work environment.
- Demonstrate professionalism and collaboration when interacting with diverse stakeholders.
- Uphold integrity and ethical standards in all financial and compliance-related tasks.
- Foster a commitment to continuous learning and improvement through self-reflection and teamwork.
- Working in several compliance software's to import certified payroll

Job Qualifications/Skills

- Construction industry and accounting experience is helpful
- Strong attention to detail and accuracy in financial and compliance-related tasks.
- Ability to multitask and handle multiple projects with efficiency.
- Excellent communication and relationship-building skills.
- Proficiency in Microsoft Office Suite (Excel, Word).
- Willingness to learn and adapt to evolving compliance standards.
- Self-motivated with the ability to work independently while collaborating with team members.

Education and Experience Requirements

- Bachelor's degree in business, accounting, or related field
- Two to three years of experience in accounting/payroll/compliance
- 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