

# Rose Paving Company

Accounts Payable Clerk

## About the Company

Rose Paving Company, a multi- million- dollar company, leads in providing complete parking lot management solutions to commercial and industrial properties nationwide. Services include asphalt patching; asphalt reconstruction; asphalt resurfacing; sealcoating; cracksealing; concrete maintenance including installation and repair of concrete curbs, walks, and pads; storm sewer repair and installation, lot marking, and green paving solutions.

Established in 1974, Rose Paving Company is a privately held company that maintains its corporate headquarters in Bridgeview, Illinois, with branch offices in Streamwood, IL, Denver, CO, Atlanta, GA and Pomona, CA. We are proud to report that because of our expertise, dedicated employees, and loyal customers, Rose Paving has been the recipient of numerous [awards and honors](#). We are considered to be the leaders in our industry and have a staff of over 150 employees. As a company, we continue to make great strides in exceeding industry, customer, and employee expectations.

## Job Description

### Summary

We are searching for a talented Accountants Payable Clerk who will report to the Controller. Primarily, he or she will be responsible for performing all duties relating to accounts payable. This individual will be handling the day-to-day responsibilities of invoices, petty cash, credit cards, expense accounts, vendor statements and other accounting duties, as assigned. In addition this individual will be involved in assisting with telephone coverage, bank deposits and I-Pass accounts.

### Responsibilities

- Review, research and enter invoice
- Process weekly check runs
- Maintain lien wavers and certificates of insurance
- General filing
- Prepare historical vendor data as requested by Management
- Company Credit Card reconciliation and payment processing
- Coordinate bank deposits
- Dispense and reconcile Petty Cash
- Cover receptionist desk as requested for breaks and vacations
- Other duties may be assigned on an as needed basis

## Requirements

The ideal candidate will possess the following minimum requirements to be considered:

- HS Diploma plus 5 years comparable experience preferable in a construction environment
- Must have excellent communication skills and a natural ability to work in a fast-paced and growing environment
- Must be detail oriented and highly organized
- Must have the ability to multi-task and meet deadlines
- Strong sense of urgency required
- Must have strong knowledge of computerized accounting systems
- Proficient with personal computers and software including Microsoft Excel, Word and Power Point
- Expertise with Timberline software a plus

## Salary

Competitive salary commensurate with experience. Includes comprehensive benefits package.

## Contact

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**[www.rosepaving.com](http://www.rosepaving.com)**