

Heavy Highway Construction company is looking for an Accounts Payable employee for the Accounting Department. This employee will also serve as receptionist and provide administrative support to ensure the efficient operation of the office in general.

Main Job Tasks and Responsibilities

- Ensures all permanent material and hauling invoices are coded, verified and entered into the system.
- Pays invoices by verifying and completing payable transactions; scheduling and preparing disbursements; obtaining authorization of payment.
- Prepares work to be accomplished by gathering and sorting documents and related information.
- Maintains accounting ledgers by posting account transactions.
- Verifies accounts by reconciling statements and transactions.
- Resolves account discrepancies by investigating documentation
- Answers incoming calls and transfer to appropriate party.
- Greets visitors and directs them to appropriate department.
- Orders and maintains inventory of office supplies.
- Ensures operation of office equipment by scheduling preventive maintenance and repair calls.
- Collection and distribution of subcontractor's certified payroll.
- Updates and maintains databases.
- Keeps office area neat and tidy.
- Assumes other duties as assigned by the Controller

Education and Experience

- Proven Accounts Payable experience
- General knowledge of accounting principles
- Knowledge of office management systems and procedures
- Proficiency in MS Office
- Proficient in use of email and internet
- Good numeracy skills
- Accurate keyboard skills
- High school diploma or equivalent required

Key Competencies

- ability to operate office machines such as: Photocopiers, scanners, facsimile machines, voice mail systems and personal computers
- administrative writing skills
- strong organizational and planning skills
- time management skills and the ability to prioritize work
- data entry skills
- attention to detail and accuracy
- problem-solving skills
- team work
- excellent communication skills - verbal and written
- able to exhibit a high level of confidentiality

Full-time position: 8:00 a.m. – 5:00 p.m. Office located in Elsa, TX.

Qualified candidates can fax resume with cover letter to 956-316-8901 Attn: Human Resources or e-mail to clarissa@fpitex.com.

EQUAL OPPORTUNITY EMPLOYER

Foremost Paving, Inc. is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.