



CAREER OPPORTUNITY

ACCOUNTS PAYABLE SPECIALIST

RW Dake Construction is an established construction and general contracting leader across many industries from banking to healthcare to manufacturing, serving clients throughout New York State and the Mid Atlantic.

Job Title: Accounts Payable Specialist

Job Classification: Full Time Position

Location: East Rochester Office

Overview:

The candidate will provide company-wide accounts payable support.

Responsibilities:

This position will include performing various accounts payable functions. These responsibilities/functions may include but are not limited to the following:

- Review and data entry of accounts payable invoices
- Prepare vendor payments
- Reconcile corporate credit cards
- Verification of employee expense reports
- Resolve payment issues with vendors
- Track and file receipts and reports
- Cross train to perform Accounts Receivable and Payroll functions
- Any other administrative tasks needed within the department

Required Competencies/Skills:

- Strong problem-solving skills
- Ability to multitask
- Exceptional attention to detail
- Strong written and verbal communication skills
- Ability to work in a fast-paced environment
- Willingness to take initiative and accept responsibility for assigned tasks
- Diligent recordkeeping
- Experience with MS Office and ability to learn company-specific programs and software
- Construction Union background desired

To Apply:

Interested and qualified applicants should submit a cover letter and resume to Marc Brown, General Counsel at mbrown@rwdake.com

RW Dake Construction is an equal opportunity employer. We consider candidates regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.