



Rock & Rose Nursery & Landscape in Truckee, CA is accepting applications for an Accounts Payable Coordinator/Administrative Assistant who is committed to a long term position to join our office team. The successful team member will have experience working in a fast pace office environment and the desire to cross train in other areas of the business with enthusiasm for the success and benefit of the company. The ideal team member will be energetic, friendly outgoing and proactive with a positive attitude

Primary Responsibilities

- Process Vendor and Payable Invoices
- Audit Vendor accounts through monthly reconciliation
- Resolve discrepancies through correspondence with outside vendors
- Prepare accurately reconciled statements for monthly payment
- Maintain Electronic Files for various internal control as it relates to the company
- Create & Maintain weekly safety tailgate meetings in accordance with IIPP program
- Internal Fleet Management
- Assist in Accounts Receivable, payroll and scheduling as necessary
- Assist with Client contracts for future work
- Assist with Client related phone calls
- Other Office/Administration duties as necessary

Requirements:

- Proven working experience in billing and accounts payable, preferably in retail/construction
- Experience with Payroll time entry and tracking in QuickBooks
- Ability to effectively solve problems
- 3+ years' experience in QuickBooks, MS Office, Excel and MS Outlook
- High degree of accuracy and attention to detail
- Data entry skills along with a knack for numbers
- Excellent customer service skills both verbal and written
- Ability to prioritize and complete tasks efficiently as a part of a team

Added Experience in, Accounts Receivable and Certified Payroll is highly desirable. Fluent in Spanish a plus

This is a full time position Monday - Friday

Valid Driver's License & Reliable Transportation