



# BUILDING A QUALITY OF LIFE FOR GENERATIONS TO COME

Welcome to RJV Construction, where becoming a part of our team isn't just a job; **IT'S A WAY OF LIFE.**

RJV Construction is an underground utility contractor based in Canton, MA, specializing in water and sewer enhancements. The legacy of our family-owned business goes back to 1921, and today we're proud to be a leading construction company in the area.

At our core are four guiding principles: **quality, teamwork, passion, and dedication.** These values are instilled in our work every single day.

As a part of the RJV family, you'll receive the respect and support needed to grow personally and professionally. With access to the latest technology and equipment, there's no limit to what you can achieve here.

Join us in providing reliable water and sewer services to the Greater Boston Area and Building a Quality of Life for Generations to Come!

## QUALITY

Taking pride in our craftsmanship. Do it right, do it once.

## TEAMWORK

Putting the health and well-being of our employees first, working side by side to get the job done.

## PASSION

Driven to succeed and overcome any challenge all while enjoying what we do.

## DEDICATION

Devoted and loyal to our clients and our fellow employees.

## ACCOUNTING CLERK WESTWOOD, MA ON SITE

We are seeking a detail-oriented Accounting Clerk to join our finance team. This role is essential in ensuring accurate financial transactions, maintaining vendor and customer relationships, and supporting the overall financial operations of our heavy highway construction company. The ideal candidate will have experience in both accounts payable (AP) and accounts receivable (AR) processes and thrives in a fast-paced construction environment.

RJV Construction Corporation is an affirmative action/equal opportunity employer. We are always seeking qualified/hardworking individuals to join our team. RJV offers competitive compensation for salaried positions and excellent benefits including; Health/Dental, 401k match, Paid Time Off, and Holidays.

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## ACCOUNTING CLERK

### REQUIRED SKILLS AND EXPERIENCE:

- Associate's degree or higher in Accounting, Finance, or a related field preferred.
- Minimum of 2-3 years of AP/ AR experience, preferably in the construction industry.
- Experience with construction accounting software (Viewpoint, Sage, or similar).
- Strong understanding of job costing, billing cycles, and invoicing.
- Excellent attention to detail and data entry accuracy.
- Strong communication, teamwork, and customer service skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.

### PRIMARY RESPONSIBILITIES INCLUDE:

#### Accounts Payable (AP) Processing

- Review and verify invoices for accuracy, proper approval, and compliance with company policies.
- Process vendor invoices, ensuring correct job cost allocations and coding.
- Schedule and process payments via checks, ACH transfers, and wire payments.
- Maintain vendor records, including W-9 forms and payment terms.
- Reconcile vendor statements and resolve discrepancies in a timely manner.
- Assist with year-end 1099 reporting and compliance.

#### Accounts Receivable (AR) Processing

- Generate and distribute customer invoices for material sale transactions.
- Track outstanding receivables and follow up with customers for payment collection.
- Process and apply customer payments accurately and efficiently.
- Investigate and resolve discrepancies or disputes with customers regarding billing and payments.
- Monitor accounts for overdue payments and send reminders or escalate collections as needed.

#### Customer and Vendor Management

- Serve as a liaison between the company and vendors/customers regarding financial transactions.
- Address inquiries and resolve payment issues professionally and efficiently.
- Maintain strong relationships with vendors and customers to facilitate smooth financial operations.

#### Data Entry and File Management

- Accurately input financial transactions into accounting software (Vista Viewpoint).
- Maintain organized and up-to-date financial records and documentation.
- Ensure compliance with company policies and industry regulations.

#### Credit Checks and Risk Management

- Conduct credit checks for new customers and vendors as needed.
- Evaluate customer payment history and recommend credit limits based on financial assessments.

#### Monthly Account Reconciliations

- Reconcile AP and AR accounts to the general ledger to ensure accuracy.
- Assist with month-end and year-end closing activities, including reporting and financial audits.
- Work closely with the accounting team to identify and resolve discrepancies.

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