

Accounting Position

A Great Entry Opportunity at a Great Company!!

Rohde Construction Company is a West Michigan based General Contractor specializing in multi-family housing and commercial construction projects.

A position at Rohde Construction is much more than a job – it is a career. Our relationship-oriented approach is evidenced by the majority of our employees having been on our team for over a decade. We understand that our employees are the reason for our success and Rohde's company culture reflects that understanding.

We are seeking a highly self-motivated individual to add to our accounting team. The open position is responsible for assisting in various accounting and administrative functions within the company as assigned. It is a full-time in-office position with opportunities for growth.

Required Qualifications:

- A professional demeanor
- Excellent communications skills
- Proficiency in MS Word, Excel and Outlook
- Some accounting experience preferred
- Ethical business practices
- Well-organized with high attention to detail
- Attitude and aptitude to learn new skills and perform new responsibilities

Duties include:

- Invoice processing
- Accounts Payable – Coding and Entry
- Backup for Front Desk
- Assisting accounting staff with general accounting duties
- Assisting office staff as requested

This is a developing position, and responsibilities will be assigned based on demonstrated capabilities.

Rohde Construction Company offers competitive compensation packages commensurate with position and relevant experience, health insurance benefits, 401k with employer match and PTO.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, height, weight disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position, misdemeanor arrest record, material status or other characteristics which are or may be protected by law.

Rohde Construction Company is an Equal Opportunity Employer

Send resumes or inquiries to:

Rohde Construction Company
4087 Brockton SE

Kentwood, MI 49512

Phone: 616-698-0880

Email: careers@rohdeconstruction.com

Or download an application through our website at: www.rohdeconstruction.com