

Job Title: Accounts Receivable Specialist

Location: Farmington, NM

Employment Type: Full-Time

About Us

Mesa Sand and Gravel, Inc./Mesa Ready Mix, are proudly locally owned and operated businesses that deeply understand our community's needs. Our commitment lies in delivering unparalleled service and high-quality products within our hometown. By prioritizing local partnerships, we strive to build a future where excellence and community thrive together. We stand dedicated to being the communities' foundation for success.

Position Overview

We are seeking a detail-oriented and reliable Accounts Receivable Manager to join our team. This position is responsible for managing accounts receivable processes, administering payroll, supporting HR functions, and ensuring compliance with gross receipts tax and other applicable regulations. The ideal candidate will have strong organizational skills, attention to detail, and the ability to work both independently and collaboratively in a fast-paced environment.

Key Responsibilities*Accounts Receivable & Tax Administration*

- Generate and send customer invoices and statements accurately and on schedule.
- Process incoming payments (checks, credit cards, and electronic transfers).
- Investigate and resolve discrepancies or payment issues.
- Communicate with customers on a regular basis regarding overdue balances and payment inquiries.
- Maintain accurate and organized records of accounts receivable and customer interactions.
- Calculate, track, and process gross receipts tax, ensuring timely reporting and compliance.

Payroll & HR Administration

- Process payroll accurately and in a timely manner, including wages, deductions, and overtime.
- Verify employee timekeeping records and resolve discrepancies.

- Maintain accurate and confidential payroll records.
- Maintain employee personnel files and help to administer employee benefits.
- Serve as the point of contact for benefits-related questions.
- Ensure compliance with employment laws, payroll regulations, and HR best practices.
- Support management with additional administrative and clerical tasks as needed.

Qualifications

- Proven experience in accounts receivable, payroll administration, and HR support.
- Strong knowledge of accounting principles, payroll regulations, and HR best practices.
- Familiarity with gross receipts tax compliance and reporting.
- Proficiency in Microsoft Office Suite and Sage 50 Accounting software.
- Excellent attention to detail, accuracy, and organizational skills.
- Strong communication skills, both verbal and written.
- Ability to prioritize multiple tasks and meet deadlines.
- Demonstrated ability to handle sensitive and confidential information with discretion.
- Ability to work independently with minimal supervision and collaboratively as part of a team.

Why Join Us

- Medical, Dental, Vision, 401k, PTO & Holidays.
- Be part of a supportive and professional team.
- Opportunity to make a meaningful impact in both accounting and HR functions.

How to Apply

Please submit your resume and a brief cover letter outlining your qualifications to apply@mesasandandgravel.com or in person at 105 E Elm Street, Farmington, NM 87401.