

## POSITION DESCRIPTION

**POSITION TITLE:** Cost Accounting Assistant

**DATE:** June 12, 2007

**SUPERVISOR:** Accounting Manager

**POSITION OBJECTIVE:** Maintain and organize all accounting processes related to construction activities and job costing from project (job) set up to project closeout.

**RESPONSIBILITIES:**      **TASKS AND DUTIES:**

A. NEW JOB/WORK ORDER

Project (Job) set up:

A. Project Budget

1. This information will be provided by Receptionist.
2. After the budget is received input the project cost information into the construction accounting system, utilizing the proper cost codes, labor and material quantities, etc.
3. After project is put into the system a copy of the 'budget' is provided to the assigned Project Superintendent and Operations Manager.
  - a. Develop Project contact list: owner, supervisors, material vendors, subcontractors, addresses, phone and fax numbers.
  - b. Obtain owner certificate of insurance and owner financing verification.
  - c. Set up project for billings (G702/G703 ) schedule of values
  - d. Learn Receptionist's job cost activities so that backup can be provided when necessary.

B. JOB CHANGES

Process owner change orders:

Make cost code adjustments to the accounting system upon receipt of signed change orders and their subsequent cost adjustment sheets.

Track owner change orders for signature.

Process job budget changes:

Make cost code adjustments to the accounting system as directed by salesmen, estimators and supervisors when projects go over budget or internal changes are necessary and prepare weekly recap of job budgets entered.

Track subcontracts:

Upon receipt of typed subcontracts and/or change orders to same, track status for signatures and processing.

Maintain file of insurance certificates on all subcontractors.

C. ACCOUNTS RECEIVABLE

Prepare billings/invoices as directed by supervisors.

- 1: Based on the billing schedule for the project, prepare invoices for superintendent review.
- 2: After review by the superintendent, submit invoices to clients for payment.
- 3: Run accounts receivable agings weekly.
- 4: Answer credit inquiries of customers.
- 5: Prepare and distribute statements of past due accounts as directed.

D. JOB CLOSE-OUTS

Prepare job variance reports comparing actual costs to estimated costs for all jobs in accordance with timeline provided.

Verify actual costs with source documents and identify causes of variances.

Distribute job variance reports to payroll, purchasing, drafting manager and General Manager for review and approval of costs and variances.

Forward approved job close-out to Accounting Manager for final close-out procedures.

E. MAIL

Pick up and distribute mail daily.

F. MAINTAIN JOB FILING SYSTEM

Know location of all job cost folders (current year and prior years).

G. OTHER

Other duties as assigned by supervisor

Provide proper and advance notice of absence.

H. REQUIREMENTS:

Education:

High School Diploma Required

Experience:

Previous construction experience

Strong working knowledge of Microsoft

Word and Excel programs

Skills and Abilities:

Excellent organizational skills

Ability to handle multiple tasks and work within a fast paced environment.

Ability to communicate and work well with other individuals.

This position description has been reviewed and approved by the following:

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager: \_\_\_\_\_

Date: \_\_\_\_\_

SAMPLE