

POSITION DESCRIPTION

POSITION TITLE: Staff Accountant

DATE: February 1, 2002

SUPERVISOR: Controller

POSITION OBJECTIVE: Gather, organize, record, and report information generated through the normal course of business operations accurately and timely.

RESPONSIBILITIES:

TASKS AND DUTIES:

A. CONTRACTS

Ensure receipt of customer financing agreements per customer introduction letter.

Ensure receipt of customer proof of insurance per customer introduction letter.

Ensure receipt of signed change orders.

Maintain job folder filing system.

B. ACCOUNTS RECEIVABLE

Prepare customer invoices at direction of Supervisors.

Prepare progress billings in accordance with terms of contract.

Prepare all necessary backup documentation for billings. (i.e. copies for title co., bank, etc.)

Prepare lien waivers for customers.

Post cash receipts daily.

Run accounts receivable agings according to schedule provided.

Maintain customer database.

Maintain customer resale certificate files.

Answer credit inquiries of customers.

Prepare and distribute statements of past due accounts as directed.

C. SALES COMMISSIONS

Prepare job variance reports for all jobs in accordance with timeline provided.

Distribute job variance reports to payroll, purchasing, and controller for review and approval of costs.

Prepare commission calculation upon return of approved job variance report.

Distribute commission calculations and job variance reports to Sales Manager.

Track whereabouts and status of job variance reports and commission calculations.

Forward approved commission calculations to payroll for payment after verifying customer has paid in full.

D. GENERAL LEDGER &
JOB COST

Create computer job record for all projects.

Enter estimate summary sheets into job cost/general ledger reconciliation worksheet. (to be phased out over time)

Enter job budgets into computer job cost record.

Prepare monthly bank reconciliations.

Write and record all necessary journal entries.

Prepare supporting workpapers for, and reconcile all balance sheet accounts.

Reconcile all job related cost accounts with job cost data.

Prepare all financial statements and detailed job cost/general ledger reconciliation.

E. OTHER

Prepare weekly expense money for out of town crews.

Post job related expenses from out of town crews to job.

Pick up and distribute mail daily.

Reconcile and replenish petty cash as needed.

Other duties as assigned by supervisor.

Always providing proper and advance notice of absence.

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

Supervisor: _____ Date: _____

Personnel Manager: _____ Date: _____

General Manager: _____ Date: _____