



Construction Accounting Clerk

Expected Experience:	3+ years' experience
Reports To:	Controller
Job Family:	<i>Accounting</i>
Pay Grade:	<i>To Be Determined</i>
FLSA Status:	<i>Non-Exempt</i>
Date Revised:	<i>June 5, 2014</i>

Position Purpose: The Construction Accounting Clerk position is an integral part of the Construction Team. Responsibilities include accounts payable processing, subcontract administration, purchase order administration, job cost verification, owner pay application preparation and communication with project staff and subcontractors. The position requires knowledge of construction accounting principles and excellent organization skills to ensure timely and accurate processing and reporting. The Construction Accounting Clerk should be a self-starter with the ability to multi-task.

Responsibilities:

- Accounts payable processing
- Lien/Claim coordination and resolution
- Subcontractor/Vendor communication
- Subcontract administration
- Purchase order administration
- Owner Pay Request preparation
- Coordination/Communication with project staff
- Detail Oriented
- Ability to meet all deadlines in monthly accounting process

Other

- Demonstrates proper performance of skills reflected and validated by the competency checklist.
- Adheres to Rogers-O'Brien policies, procedures, all safety plans, and all standards imposed by regulatory organizations

Licensure/Certification

- Notary (preferred)

Physical Requirements

- Constant adequate range of motion and mobility required.
- Regular sitting or standing, bending or stooping, and the ability to carry equipment and other such items as packaged material weighing up to 20 pounds
- Frequent talking and the ability to express and exchange ideas by means of language
- Regular hearing and the ability to perceive the nature of sounds



- Regular near acuity with clarity of vision at 20 inches or less required
- Constant ability to read, record or type data quickly and accurately required
- Typical ability to collect and analyze numerical and written data and verbal information to reach logical conclusions and ability to determine the time, place and sequence of operations or actions required

Environmental/Working Conditions

- Ability to work under and handle stress in an appropriate manner required.
- May be exposed to high, medium, or low noise intensity.
- Constant contact with co-workers required.
- This is a full time position. Regular and punctual attendance is an essential function of the job.
- Must be willing to travel if necessary.

Machinery/Tools/Equipment Requirements

N/A

This description is a general statement of required essential functions performed on a regular and continuous basis. It does not exclude other duties as assigned.

Signed

Date