

**CONSTRUCTION COST ACCOUNTANT**

**Department:** Accounting  
**Classification:** Non-Exempt  
**Revised:** February 2019

**Reports to:** Controller  
**Location:** All States Asphalt, Inc.

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**Position Summary:**

This position works closely with the Controller and Construction management to evaluate ongoing construction contracts to determine performances verses expectations and alert management to adverse trends. The candidate must have strong written and oral communication skills, experience with a variety of technical platforms, excellent analytical capabilities, and familiarity with a variety of heavy equipment.

**Essential Functions:**

- Establish construction contracts in ERP system
- Act as Contract Administrator for assigned contracts
- Establishing and tracking subcontracts, liens, bonds, etc.
- Transmitting required documents with contract owner, subcontractor, etc.
- Track subcontractor prequalification's, certified payroll, payments, etc.
- Track customer billings and payments
- Evaluate ongoing contracts to determine performance versus expectations, alert management to adverse trends,
- Ensure quality over accounting transactions
- adjust forecasts, prepare monthly accruals
- Prepare WIP reports
- Develop reports to present information to management in timely, meaningful way
- Coordinate with the Information Technology department to develop reports to support objectives
- Other duties as assigned

**Skills Required**

- Analytical focus to be able to identify trends, discover causes of variances, and identify improvement opportunities
- Advanced MS excel experience
- Strong skills with standard office software (MS Word, MS Outlook)
- Crystal Reports development experience preferred
- Excellent oral and written communication skills

**Work Conditions**

The noise level in the work environment ranges from moderate in the office to occasionally loud at field locations.

**Physical Demands**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, see, use hands, reach with hands and arms, handle, feel, talk, and listen. Employee may sit for an hour or more at a time. The employee must frequently lift and/or move up to ten pounds.

**Position Requirements:**

BS in Accounting or equivalent plus three to five years experience analyzing construction contracts, preferably in heavy highway industry. Strong communication, attention to detail, documentation and computer skills. Excellent organizational, analytical, interpersonal, and communication skills.

**Independent Action:**

Performs work independently within scope of established guidelines and practices.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. A valid driver's license is required. Must be able to pass a physical and drug screen. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.