

AMERICAN CIVIL CONSTRUCTORS
JOB DESCRIPTION
Project Cost & Equipment Accountant

Company Information

American Civil Constructors (ACC) is one of the nation's premier construction and maintenance companies. Our comprehensive services span multiple market segments including the Civil, Marine, and Landscape industries. We are a preeminent provider of road rehabilitation and paving services, freeway seismic retrofitting, bridge construction and repair, reservoir and culvert construction, sports field, and golf course construction as well as commercial landscape construction, and landscape management services. We work for a geographically diverse client base through operation hubs in Denver, Seattle, Dallas and the San Francisco Bay Area. Combining decades of experience with a singular passion for outstanding work, ACC brings an impressive track record of consistently successful projects from Ketchikan, Alaska to New Orleans, Louisiana.

Accounting

We are committed to retaining top-level talented professionals as we continue to refine and provide first-class internal accounting services for the company as ACC grows to a \$400+ million company. Our number one job requirement for any position is a positive, professional attitude.

Project Cost & Equipment Accountant

This is a Full-Time, Exempt position. The Project Cost and Equipment Accountant will assist the Regional VP & General Manager, the CFO and Corporate Controller with the monthly close cycle (related to the region), job cost reviews, project cost to complete forecasts (in partnership with project personnel and/or corporate personnel), help produce monthly financial forecasts, equipment analysis, business insurance programs, collaborate on preparing annual regional budgets and Capital expenditure programs, and other activities common to this position. Project Cost and Equipment Accountant will not only assist the VP in project cost analysis/forecasting, but also provide assistance in analyzing the division's performance and developing the regions financial projections. This position requires ongoing communication with project and yard personnel as well as frequent project visits. Ideally, this person is someone who is forward thinking, analytical and inquisitive in addition to tracking the results. This position will report to the Regional VP/General Manager.

Education

- Bachelor's degree in related field (i.e. accounting, finance, business, construction management, etc.) preferred.
- Experience in a construction environment preferred

Qualifications

- Pleasant demeanor, detail oriented, willingness to drill into the minutiae, ability to maintain multiple ongoing projects simultaneously.
- This is not solely a “desk job”. Candidate must be comfortable and enjoy spending time in the field with project operations personnel.
- Must be able to act as a liaison between field operations, corporate accounting and executive management.
- Strong sense of follow through. Will not let activities drag. Will adhere to timeliness. Has a sense of urgency.
- Work as a team player with other divisional controllers and corporate accounting.
- Computer literacy and expertise utilizing MS Office (Word, Excel, PowerPoint (helpful), Outlook, etc) required. JD Edwards experience preferred.

Experience

- 5+ years of progressive analysis and forecasting. Project cost accounting experience a plus.
- Must have effective verbal and written communication skills. Must be able to tailor delivery style to fit the needs of the audience.
- Must demonstrate critical and analytical thinking skills and evidence a strong proclivity to interpret and analyze data.
- The ability to devise and implement corrective strategies following issue identification is also necessary.

Travel

- Minimal - must be willing to travel to project sites for CTC reviews

Responsibilities:

- Job Cost/Production (40% of Time Spent)
 - Assist in periodic Pre-Bid and/or Pre-Construction jobsite investigation
 - Back up for Job Set-up as required
 - Back up for maintaining Job Master file and/or Budget as required
 - Review in detail the periodic (weekly) Job Cost reports
 - Assist with Quantities Completed entry as required
 - Routine Job Site visits to review status/schedule
 - Initiate/Participate in Cost To Complete reviews
 - Review/Analysis of Production Quantities Completed - Job Progress/Schedule
 - Update/Maintain Over/Under Schedules
 - Track/Maintain Job Profitability Schedule monthly
 - Assist Estimating on cost history for future work to bid
- Financial/General Accounting (10% of Time Spent)
 - Assist Mgmt team with Fiscal Budget - Entry and Analysis
 - Update/Maintain monthly Forecast tools
 - Review monthly Financials - Correct/Update as necessary
 - Prepare Journal Entries as required (job cost corrections)
 - Maintain Monthly Cash Flow Forecast tool for corporate accounting

- Accounts Payable (10% of Time Spent)
 - Code and/or Review and Approve vendor invoices as required
 - Assist with account coding
 - Assist in Preparation of and/or Review & Approve Subcontract pay apps
- Fixed Asset/Equipment (20% of Time Spent)
 - Review and Analysis of F/A reports
 - Review weekly equipment usage reports for accuracy and timeliness
 - Periodic analysis of Internal Rental Rates for estimating and job cost
 - Track/Forecast Cap Ex needs, Disposals and Losses
 - Assist Divisional Mgmt Team on yearly Cap Ex Budget needs
 - Assist Managers with Equipment Vendors on Buy-out terms as required
- Miscellaneous – Other as Necessary (10% of Time Spent)
 - Facilitate operational requests to Corporate Accounting (reporting, etc.)
 - Prepare/Maintain Schedules for pending law suits or other issues
 - Prepare schedules for Regional Managers meetings as necessary
 - Assist Corporate Accounting with prequal & license issues/schedules
 - Assist Corporate Accounting with divisional piece of year-end financial audit
 - Training of Operations personnel in use of Job Cost and Financials
 - Attend various Regional and/or Divisional Mgmt meetings
 - Attend Business Process & JDE Tech Upgrade Team as required
 - Review/Assist with Safety issues
 - Resource for Job Cost, Financials, JDE or Crystal Reports for all of ACC

Core Competencies:

- Drives Innovative Business Improvements: Develops new insights into solutions that result in organizational improvements; promotes a work environment that fosters creative thinking, innovation and rational risk-taking.
- Balances Immediate and Long-Term Priorities: Seeks to meet critical objectives while considering the impact of those decisions and activities on the ability to achieve long-term goals.
- Delivers Results: Focuses on the critical few objectives that add the most value and channels own and others' energy to consistently deliver results that meet or exceed expectations.
- Imports and Exports Good Ideas: Relentlessly seeks, shares and adopts ideas and best practices in and outside the Company and embraces change introduced by others.
- Develops and Inspires Others: Builds and maintains relationships that motivate, guide, and/or reinforce the performance of others toward goal accomplishments. Develops self and others to improve performance in current role and to prepare for future roles; seeks and provides feedback and coaching to enhance performance.

- Lives the Values: Demonstrates the strong values and compassion toward fellow employees through words, actions, and by example; fosters an environment that reflects the values of the company.

EMPLOYMENT AT AMERICAN CIVIL CONSTRUCTORS IS AT WILL AND NOTHING IN THE RELATED APPLICATION OR SELECTION PROCESS OR THIS JOB DESCRIPTION MAY BE CONSTRUED AS CREATING AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT FOR A DEFINITE DURATION. ABSENT A SEPARATE, SPECIFIC AGREEMENT, ANY EMPLOYEE IS FREE TO TERMINATE EMPLOYMENT AT ANY TIME AND THE COMPANY IS FREE TO TERMINATE ANY EMPLOYEE OR JOB FOR ANY REASON WITH OR WITHOUT CAUSE. BEFORE EMPLOYMENT, A NEW EMPLOYEE MUST SIGN A WRITTEN ACKNOWLEDGMENT OF THIS PRINCIPLE AND MUST SUBMIT TO A DRUG TEST.

ACC WILL NOT DISCRIMINATE IN EVALUATION OR SELECTION OF ANY APPLICANT FOR THIS POSITION ON THE BASIS OF RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.