

E.R. Snell Contractor, a Heavy Highway Contractor, is hiring a Job Cost Manager to work full-time at their corporate office located in Snellville, GA.

Responsibilities include:

The Job Cost Manager will manage a team of Job Cost Analysts. The Job Cost Department is charged with:

Job Billing Process

- generate billings and submit to customers for payment
- review job activity for additional unbilled revenue

Job Cost Process

- ensure job costs are properly priced, approved, and paid in a timely manner
- ensure costs are charged to the correct budgeted job codes
- provide monthly reporting (budget to actual, explain variances)

Job Subcontract Process

- manage the issuing and completion of subcontracts
- complete the Department of Transportation (DOT) subcontract approval requirements
- ensure that compliance requirements are met for insurance, safety, EEO, etc.
- ensure the proper and timely payment of subcontractors
- report subcontractor activity to the DOT as necessary

Job Contacts Process

- follow-up on contract scope changes
- process change orders

A bachelor degree in construction management, finance, business management, or accounting is required.

Experience: Minimum 4+ years. Opportunity for growth and advancement

Preferred skills include: construction project management, construction industry experience, proficiency in Microsoft Office (Word, Excel), self-motivation, working well with others, and proven experience in seeing a project completed from start to finish.

E.R. Snell Contractor is an equal opportunity employer. Applicants should **apply online**.